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WAC LIFE

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35–3

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CHAPTER I

Into the Ranks

So you're in the Army! You've had your fears and doubts, your cheers and kidding, your tears and farewells. Now, as the boys say, "This is it!"

You're somewhat of a different person already. You're not "that sweet little Smith girl from Sycamore Street" nor "that awfully capable Mrs. Smith" any more. Now you're Mary Smith, enlisted woman

(EW), seventh grade (private) Women's Army Corps (WAC), Army of the United States (AUS). Now you are—for the duration and 6 months—a soldier.

Naturally you are now full of enthusiasm and hope—yet, just as naturally, you have some questions on your mind. "*Can* women be good soldiers?" may be one, and another: "Can *I* prove *myself* in the new situations I'm going to meet?"

The answer to the first of these is a simple and straightforward "Yes." The Wacs who have already served in this country and abroad have settled that matter to more than the satisfaction of everyone. The answer to the second is that *you* can be a good soldier, too. The Army is not going to place upon you any unbearable burden of work, is not going to demand any degree of skill which it cannot teach you on the job, is not going to expect of you any standard of conduct which you would not want to meet anyway.

You have chosen to be a soldier. Clearly you will do all you can to make yourself a good one, so that your new life will be a good life.

So will the Army.

THIS BOOKLET'S JOB

You'll have helps of many kinds in making your new life a good one. This booklet is the first of them. Its purpose is to give you some facts and some seasoned opinions which will help you not only to survive your adjustment from civilian to military life, but to excel in and enjoy your activities in the Corps. Its aim is to face problems squarely—your problems—and to say simply, "This is the way things are with us in the WAC."

ESTABLISHMENT OF THE CORPS

You are going to learn that outsiders have many strange ideas about the Army, and particularly about the WAC. So, as you begin to find your place in the Corps, let's get off to a good start by disposing of some of the false notions about it.

In the first place, sentiment had nothing to do with the formation of the Corps. The WAC was not worked up as a way of allowing women to feel that they were "in on" the war. It was not just a way of propagandizing the war effort.

The WAC was activated as a matter of military necessity. This is the toughest war America has fought. We came close to losing it before we really got started. We needed *and still need* every facility, every brain, and every service to win. So, just as it mobilized men and machines and built ships and

guns, our Nation utilized its womanpower—to win. That's all. This is everyone's war, and you're in it to help win it.

You will want to remember the date, 14 May 1942. It is historic in the annals of women's participation in world events, and it is especially significant to you as a participant. On that date the 77th Congress of the United States enacted Public Law 554, authorizing the Women's Army Auxiliary Corps (WAAC). On the following day the President established the Corps in Executive Order 9163.

Fort Des Moines, Iowa, was selected as the site of the First WAAC Training Center. By 20 July 1942 the first recruits were ready to begin training. Upon completion of their training, some received assignments at that center, and others proceeded to various specialist schools for further training. Very soon the women of the land were proving themselves as auxiliaries to the Army of the United States.

They proved themselves well. On 1 July 1943, the 78th Congress enacted Public Law 110, which established the Women's Army Corps *as a component part of the Army*. The Wacs were definitely *in!* It was a solemn and momentous step forward for the women of America.

In making yourself a member of the Corps, you have helped womankind to prove itself. You have proved *yourself*.

Let's look at the matter candidly. The world has gotten itself into a very confusing mess. Oratory, diplomacy, special and national interests make it hard to understand. The very bigness of the problems involved makes a lot of people think there is

nothing they can do. But *you* have seen the situation clearly enough to have done something specific about it. With full honor, you might have chosen to serve in some other way, but the fact remains that you have actually chosen to serve in *this* way. You have done this while many others have talked and questioned and done nothing.

The purpose of the Corps was defined in this way in the Executive Order which created it: *"To further make available to the national defense the knowledge, skill, and special training of the women of this Nation."* There is nothing apologetic or self-conscious about that. And you can be just as straightforward about your own personal purposes in putting on a uniform.

You, as a Wac, are not a make-believe soldier, not a substitute for a man, not a pretty picture on a poster. You are a part of the Army of the United States, with a job to do.

HOW NEW IS THIS LIFE?

Much of this booklet is devoted to telling you about the soldier's life, but in the very beginning you can be reassured about this part of it: The best foundation for your military life is your past experience in living with others.

In becoming a Wac you are gaining many new advantages, privileges, and experiences. At the same time—let's face it—you are giving up something: the privacy of your dressing room; the fun of promenading on Sunday in a pretty new dress; the privilege of saying to the boss, "Don't think you're going to fire *me*, because *I quit!*"

However, you felt that you could get along without these privileges for a while. That was straight thinking. If you think as clearly about Army life, you will admit that they don't belong here. In the Army there is no place for anything that wastes energy. With lives at stake, the Army cannot permit itself the luxury of inefficiency.

Generally speaking, you can make your present life pleasant and constructive by following the rules of everyday living which you have learned in the past. Be *considerate, tolerant, loyal, cooperative.*

To sum it up, you haven't lost a way of life to take up a new one. Instead you have simply added opportunities and responsibilities to those you have always known.

—AND HOW WILL YOU LIKE THIS LIFE?

Granted that your new life is based on your own past, there *are* differences. You may wonder along these lines: "All right, I'm in and I'm going to do my best, but *will I like it?*"

This is a simple enough question, but it can be confused by trying to make it more simple than it is. It is a many-sided matter—a balancing of determination against disillusionment, of facts against fancies. To each Wac it is an individual thing—a personal adaptation.

Civilians have sharply divided careers and private lives; Wacs do not. A civilian employer needs merely to satisfy his employees with opportunities for advancement and good working hours, facilities, and pay. The WAC, on the other hand, is held accountable for all these—AND for its members' neighbors, shopping facilities, and local movies, for example. Certainly there are some complaints. You can evaluate them fairly. Most Wacs like most elements of their Army lives most of the time; when there are only a few complaints, the practical ideal has been achieved.

Normally, each Wac progresses in her military career and in her personal adaptations. The noise, haste, and unfamiliarity of mess hall eating may distress you at first; the business of sleeping and dressing in a squad room may be distracting for a time; the lack of privacy in latrines and shower rooms may be a bother. But the strangeness of these things passes; *you become better adapted to them.* Aside from this, life for most Wacs constantly improves. There may be new assignments from time to time, with transfers,

perhaps, and changes in physical surroundings and personal activities. There may be promotions, bringing greater personal satisfaction.

Most Wacs neither expect nor want the whole thing to be a lark. While most women probably join at least in part because the life has been made as pleasant as it is, a much greater factor is that they want to do their part in the war. Consequently, the hard work and material sacrifices are in themselves a source of satisfaction. In a sense, the fact that the life is hard is what makes it good. Perhaps this could never be explained to civilians, but you will understand it as your attitude becomes completely that of a soldier.

YOU'RE STILL AN INDIVIDUAL!

One thing seems to cause much confusion during early days in the Army. The problem:

> Part of the time people—particularly your immediate Army superiors—will tell you that you're a unit in a group; the smallest measurable droplet in a mighty pool of droplets; a fractional part of the Armed Forces—about 1/11,000,000th or so;
>
> —But at other times they'll say that you are expected to have imagination and initiative and to use your head as an individual.
>
> How so? Well, the fact is that people exaggerate.

You *are* a part of a whole. But the whole is made up of living, thinking parts. It is an organization of human beings who have their hopes, make their mistakes, try their hardest, and usually do pretty well. You can be a good part of this group only if you are working at it. You can't just ride along on the efforts of others; you can't drag your feet while they do the pushing.

The answer is, in brief, that you are still to be *you.* In fitting yourself into the pattern of the Army, you must not lose your own character. You will be a better soldier by being a better person.

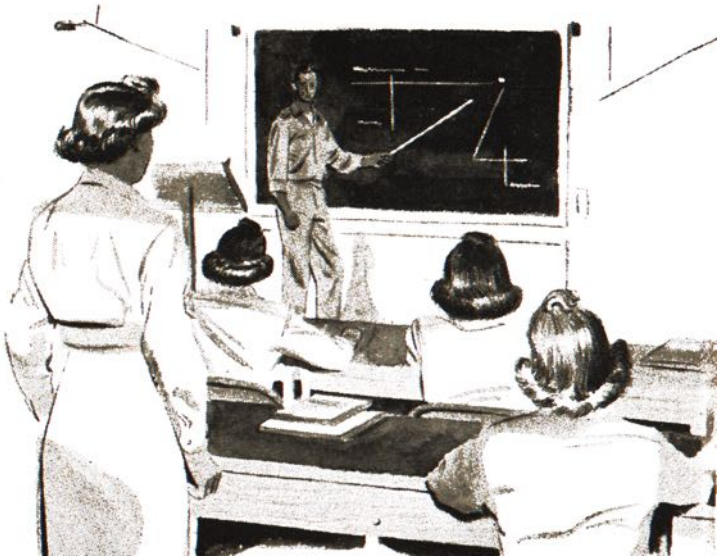
USE THAT HEAD OF YOURS!

You read all this, and perhaps having had a few days in the Army, you may say something like this to yourself: "I'm supposed to *think*—it says here! How can I do the thinking when they tell me what to wear, when to eat, how to turn around?"

You wouldn't be the first to have felt so during early training days. But there are fairly obvious reasons for the amount of regimentation in small things which everyone has to learn in the beginning. You know what these reasons are, of course.

You are going to learn, too, that while the Army directs you in the little things, it respects your mind a great deal in the broad sense. The advanced training techniques, the opportunities for specialists, the provisions for self-education and recreation are proofs of this. This booklet itself, as a matter of fact, is evidence that the Army respects your right to wonder and to know.

You, too, must respect your own mind. Don't sit back and stop thinking because you will have the same food and the same place to sleep anyway. Ask questions—some day the answers may save someone's life. Take advantage of all the available ways of



learning—you can earn promotions that way. Use the facilities for relaxation—they will keep you bright and alert.

Above all, let your mind rule your emotions. If you hear rumors which disturb you (and you will from time to time!), reason it out that the Army has an interest in you and will take the best possible care of you for its own benefit, if for no other reason. If you are given orders which seem not to make much sense, remember that the person issuing them has more information on hand than you have and probably has good reasons for the orders. If you feel that some of your superiors possess less leadership than you have yourself, remember that you now have the same opportunity for advancement that they had.

HOW MUCH WILL YOUR TRAINING MEAN?

You are now taking your first steps along a new road. It may be long, and it is sure to be rough in spots. One thing you can do right now will help to make it shorter and will smooth out more of the bumps than will anything else. It is to take your training seriously.

Remember that training, not muscle alone, makes a champion of an Eleanor Holm or an Esther Williams. Skill, not just natural cleverness, bakes the best cake, paints the best picture, trains the best child. Understanding makes a soldier fit into a group life, earn respect, advance in rating.

That skill isn't natural. Good soldiers are made, not born. Everyone has to learn soldiership. You

must, too. Get off to a good start in this Army, or you may never get in step.

In your training, you will find that you can do many things you have thought impossible. You will develop a confidence in yourself, in your equipment and supplies, in the plans and organization established for you, in your leaders, and in those who serve at your side. This confidence brings a great inner strength. It can keep you going when the road is rough.

THE THINGS MORALE IS MADE OF

If you do well in your efforts to learn the little things of Army life, to get along with those around you, and to progress in your work, you will be altogether a successful soldier. If you don't, you will be a problem to yourself and to the Army. The measure of this success or failure is what the military refer to as "morale."

"Morale" is a confusing word. To many people it means what has already been discussed—whether you "like" being in the Army. To combat officers it may mean their men's readiness to fight. To your own officers it may mean the extent to which you are using your full abilities on the job because your mind is free of worries and frustrations. To you the word may wrap up a lot of reasons why you are here as well as reactions to your service so far.

Certainly morale is more than the little things civilians usually have in mind when they mention it. Dances at the USO, uniforms that fit, and fast delivery of mail from home contribute to it, all right, but there is a good deal more, too.

Morale is the product of being a good soldier, of making sacrifices and feeling good about having made them.

Morale is knowing that what you are about is worthwhile. It is studying the manuals on your own time—helping someone else with a chore that is too tough for her to do alone.

Morale is confidence—in your training, in your leaders, in yourself. It is knowing that you are part of an Army which has never lost a war. It is realizing that you are in a Corps which has proved itself in actual operations and that you are identified with Wacs who are serving well and honorably in hundreds of specialized jobs on this side of both oceans and everywhere that America fights. It is seeing yourself as part of a company or detachment which is pulling together as a unit to get its job done.

Morale is something contagious. When you have it, others around you have it. When you know that

everyone in your unit knows her job and will do it at your side as you do yours, then you have morale. Then you don't have to worry about what the word means. You've got it—and that's what counts!

TAKE CARE OF YOUR OWN TEAM

You don't often find Wacs with high morale living and working alongside others with low morale. So, for your own good—if for no other reason—protect those around you from embarrassments and hurts which might lower their ambitions, their ideals, or just their general good spirits.

It may seem to you that this would be easy—the sort of thing you'd do naturally and automatically. It *isn't* easy. All of you are so closely related by your uniforms and by the physical fact of living in close

quarters that you can hurt the other members of your team simply by being thoughtless.

Selfishness, intolerance, snobbishness—all of these can hurt the feelings of your barrackmates and make them withdraw from friendly and open community affairs. If that happens life will become less pleasant for you. And every one of these social offenses can be committed unconsciously. You are selfish if you go on talking after "lights out," or if you use all the racks for drying your own clothes. You're intolerant if you constantly correct others' grammar and table manners, or if you refuse to recognize that a person can make even a very serious mistake and still be good at heart. You're a snob if you become part of a little clique and associate only with your close friends. Most people who do these things don't realize that they are doing them, don't know that they are hurting others. If you *think*, you won't be guilty of them.

If you merely mention an amusing bit of gossip about a sister Wac, you can hurt *every* Wac. Her name won't matter. The incident, whether or not it ever actually happened, will be repeated as fact. It may start out as a scandal about "some Wac"—but before long it may be repeated about *any* Wac, and eventually it may be told of *every* Wac! Remember, outsiders have an active curiosity about women in uniform. Their interest usually is not malicious—but they're human and their urge to be "in the know" is much alive. Even if no scandal is ever attached to your own name as an individual, you will suffer for every slander of Wacs generally. Think of that before you pass along any tidbits about any one of your sisters in the service.

In every regard, you must direct your thinking now in the direction of the welfare of the entire Women's Army Corps and the entire Army of which it and you are parts.

YOUR OATH OF ENLISTMENT

Think once again about the words which brought you into Army life—the words of your Oath of Enlistment, *and their meaning*:

"I, Jane Doe, do solemnly swear . . .

Aware of its deep significance, you have undertaken a PERSONAL *obligation.*

". . . that I will bear true faith and allegiance to the United States of America . . .

Faith is the symbol of America's past and future . . . allegiance is the duty which transcends home and family—the duty of citizenship.

". . . that I will serve them honestly and faithfully . . .

You have sworn to do your share, to shirk no unpleasant task. You have sworn that by your attitude you will bring respect and honor to your Corps and your Army.

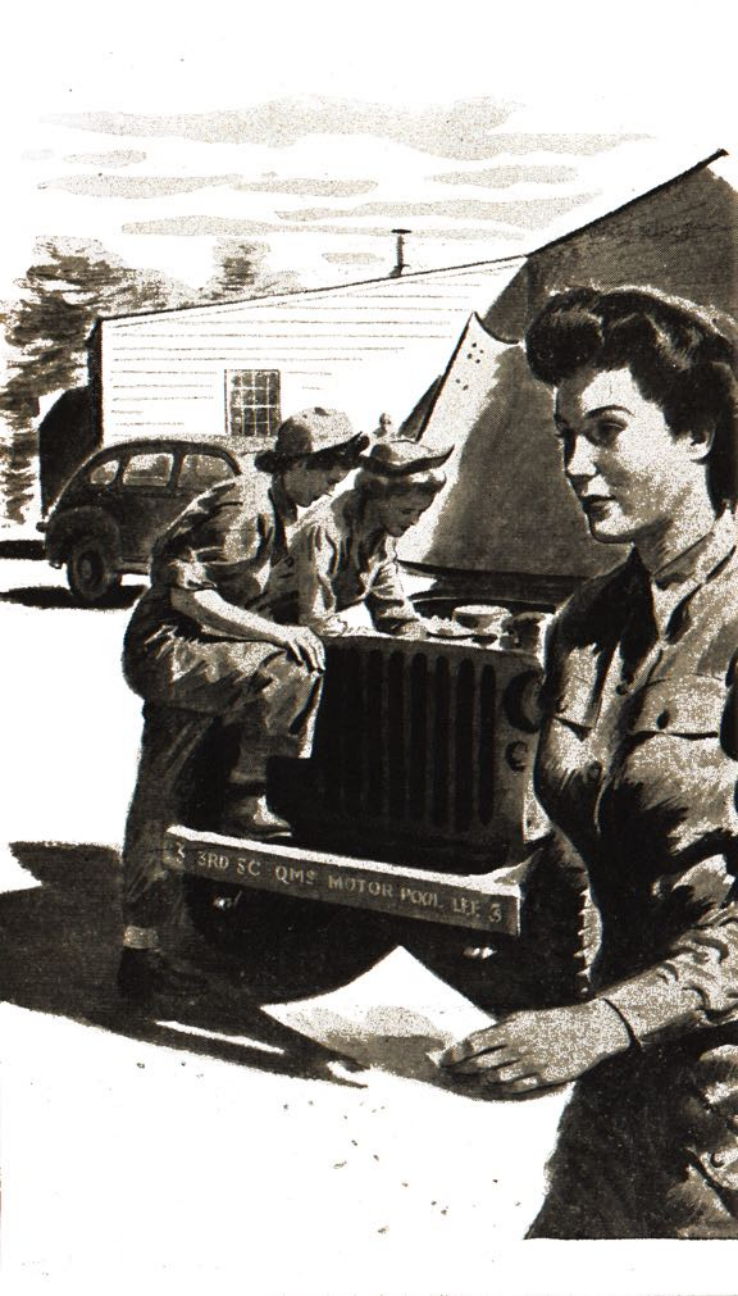
". . . against all enemies whomsoever . . .

You are to have a share in making this world the sort of place you want to live in, free from aggression, from exploitation of the helpless, from disease and ignorance and want.

". . . and that I will obey the President of the United States and the orders of the officers appointed over me, according to the rules and Articles of War . . .

Discipline is to be no matter of choice; you have agreed to respect authority, to serve without question or stint.

". . . So help me God."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CHAPTER II

You and Your Job

Your job as a Wac, in its broadest definition, is to back up the fighting man. Your place is to render a service to him, not to fight at his side. He depends upon the service which you perform.

The fact that your function is service rather than combat does not put you in any secondary or subordinate position. Your activities contribute *directly* to the winning of the war. Activities such as yours could not alone win the war; but *alone they could lose* it if they were left undone or were done badly.

The jobs assigned to Wacs are not chores considered too lowly for men to do. As a matter of fact, many male soldiers are doing exactly the same jobs that Wacs are doing. In our Army (and in those of other countries) there are half a dozen noncombatant soldiers behind the lines serving each fighter at the front. You are one of them.

You're neither going to be pampered on your job nor are your efforts going to be wasted on any boondoggle. You, as a Wac, are an essential soldier with a vital job.

THERE'S A PLACE FOR YOU!

You're in the WAC and in the war. Yes, you *belong*—but the bigness of the Corps and the variety of its work make it difficult to show the exact relation of your own efforts to the total results. Poets and politicians get excited about just belonging to humanity, but most of us like to bring the big picture down to our own size.

When you volunteered for the Women's Army Corps you offered to take over *any job* behind the combat lines. You agreed to go *anywhere,* within this country or overseas, wherever you might be most needed. You chose not to make your own choices in many matters for a while. *If you had done less,* you would not have earned the pride which you can now take in your service and in the sacrifices which it entails.

While you have placed yourself completely at the Army's disposal, it is comforting to know that your personal qualifications and interests will not be overlooked or forgotten. They won't be. The Army's needs will come first every time; that's the way wars are won—but your own needs and aspirations will be figured in the shaping of your future, too.

The business of fitting jobs and people so that they match each other perfectly is not an easy one, but in the Army it works surprisingly well. You are going through that process. This is an explanation of it—of the classification and assignment system. In short, this is how *your* job is going to find *you*. Since the system operates continuously throughout your service, remember that if the job you want doesn't find you the first time, there is always a good chance that it will later.

THE CLASSIFICATION SYSTEM

You probably know that when people treat you especially well they usually want something from you. In your classification and assignment, you are going to be treated very well indeed—and for a reason. The Army makes no pretense about it: From you it wants the best work you can do. It recognizes that you will work best when you are assigned to a job which you understand, enjoy, and can perform well without undue strain. Remember that its purpose is to get the Army's work done better, and you can cooperate in the classification procedure effectively.

You have your personal interests and aptitudes. You have certain civilian training and experience. You may cook well and sew badly, type rapidly but take no shorthand, appreciate art but have no talent

for writing, have a way with tools but die of stage fright when you have to get up before a crowd and speak. Every one of these factors is important in your Army classification—and so are dozens of others. It is to the Army's advantage for these qualifications to be evaluated fairly in the light of its existing needs. It is to your advantage to make them known when you have an opportunity.

All the relationships of jobs to each other and of civilian jobs to military ones have been worked out carefully. The procedure for classifying recruits has been standardized so that you will have the same opportunities as every other recruit.

To do a job well you must have willingness and determination. But these alone are not enough. You must have ability and experience as well. You, for example, might be very anxious to work in motor transport, but obviously it would be short-sighted to assign you there if you have little mechanical aptitude. Or perhaps you hope to become a photographer, and you know that there are schools which teach such work. But appointments to the schools are normally given to those who have the greatest background of closely related preliminary training or civilian experience. Clearly it is better to train individuals who already know something about the work than those who have nothing to offer except curiosity.

You can understand that there may be no military job exactly equivalent to your civilian job. Sometimes, too, such jobs may exist, but do not require new personnel. Sometimes another type of work may simply demand your service much more than the job you know best.

If something like this happens to you, remember that individual considerations have not been forgotten, but have been overbalanced by pressing military needs. You may have to accept such a situation and make the best of it. Perhaps later you will be able to transfer to a job which seems more in your line. The process of reclassification and reassignment never ends. Perhaps you will find that as you learn your work you will like it better. Perhaps you will come to feel, as time passes, that whether or not you like the job, *you are doing your part*—and that is, after all, the deepest satisfaction of serving.

THE ARMY GENERAL CLASSIFICATION TEST

Before it decides how it is going to use your talents, the Army gets to know you objectively and subjectively. In other words, it tests your capacities coldly, without considering your personality or preferences; *then* it gets to know you as a person.

The first part is objective. This is the Army General Classification Test (AGCT), sometimes described incorrectly as an "IQ" (Intelligence Quotient) test. This written examination is only partly a test of intelligence; it also measures accumulated knowledge. The questions concern relationships of common words, simple arithmetic, etc. Probably you would be able to answer almost all of them, but there is a time limit on the test to reveal how quickly you can think and adjust.

You must recognize the importance of this test, for your mark in it will follow you throughout your military career. It may affect your promotions and your possibilities of going to Officer Candidate School. It can make good assignments and transfers easy or difficult.

This test will be given to you very shortly after you report for active duty. Get plenty of sleep just before you report, because you must be alert. Answer questions as rapidly as you can; don't let a tough one stall you.

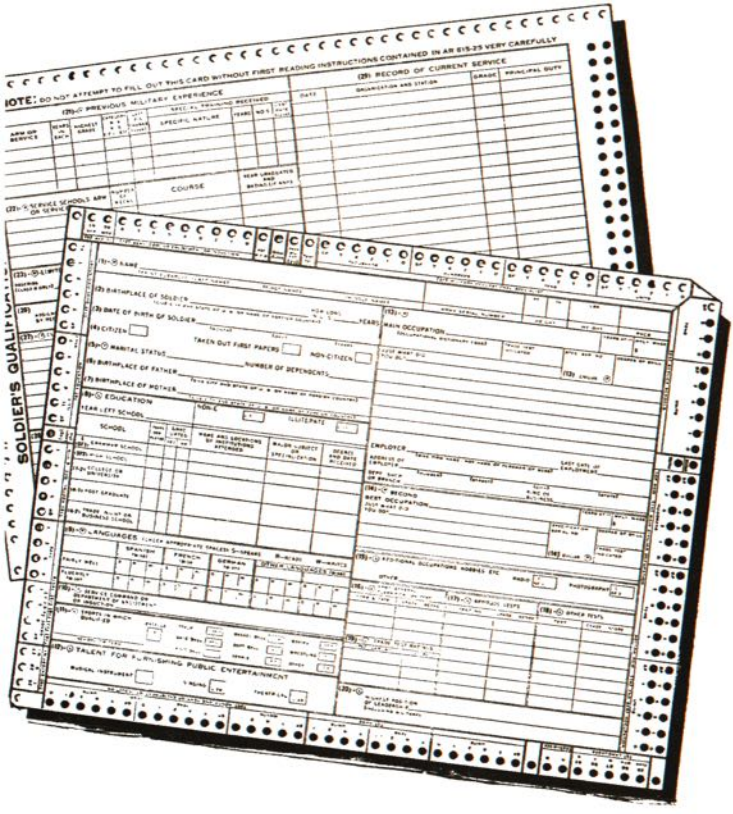
In addition to the AGCT, you will be given other tests with specialized questions, the nature of which will depend upon what types of personnel are in particular demand at the time. These may include Mechanical Aptitude, Clerical Aptitude, Radio Code Aptitude, etc. Any of these which you may be given will be important in determining your assignment.

THE CLASSIFICATION INTERVIEWS

Having established your capacities by the impersonal yardstick of written examinations, the Army provides a system for getting to know you informally as an

individual with a personality, background, and hopes for the future.

You will be called to talk privately to a specially-trained Wac interviewer. She will ask you questions about your business or industrial experience, education, activities in your home, hobbies, ambitions, and interests. All the information you give will be recorded for present and future reference. Don't hesitate to tell about a hobby or a secret ambition. You won't be considered "girlish" if you do. The Army wants to know these things.


NOTE: DO NOT ATTEMPT TO FILL OUT THIS CARD WITHOUT FIRST READING INSTRUCTIONS CONTAINED IN AR 615-25 VERY CAREFULLY
SOLDIER'S QUALIFICATION

The interviewer will be trying to help you as a person. You could be assigned to a job without all this, you know; if the Army were not attempting to place you properly, it wouldn't bother with so much talk.

YOUR QUALIFICATION CARD

From the beginning, and at every stage in your Army life, a record is made of what you can do, what you can learn, and what you have done and learned. This is your Soldier's Qualification Card, or Form 20. What you can already do is of first importance. All of your educational and civilian activities are entered on it. Later, when you complete a course of Army training, that goes on your card. If you have a job try-out, the result is entered. If you are relieved of training as a cook and then qualify as a clerk, that is noted.

The fact that your Soldier's Qualification Card is kept up to date is to your advantage, of course. It means that you are not anchored forever to your first assignment.

During your military career you will hear references to terms which are used in classification and which appear in your Form 20 card. The first of these terms is your MCO (Main Civilian Occupation). Your MCO will be referred to in a code serial number which summarizes your civilian training and experience. This number is an SSN (Specification Serial Number). After you have proved yourself on a job, you will be given an MOS (Military Occupational Specification). This will also be referred to as an SSN. Naturally, your MCO, and its number

remain unchanged throughout your service because they refer to what you did before you enlisted. Your MOS and its number may be changed from time to time as you progress or otherwise change from one type of work to another.

The terms, numbers, and procedures used in classification and reclassification are explained in detail in TM 12–425, TM 12–426, and TM 12–427.

THE "RARE BIRD" FILE

An example of the thoroughness of the classification system is the "Rare Bird" file. If you have some highly specialized training or some unsual ability or if you can fill a critical job quickly because of your civilian background, your name is put in this file. It includes foreign linguists, artists, writers, persons with years of medical or legal training, etc. The "Rare Bird" file is kept at The Adjutant General's office in Washington. If your name is in it, you may be summoned at any time to a post of responsibility in your own field, regardless of previous classification or assignment.

"STAGING" IS "THE END OF THE BEGINNING"

After you have had your basic military and specialist training, you will feel that you are ready to tackle the job for which you gave up your civilian life. Unfortunately, at this point there is an unavoidable delay. This is "staging"—the dark hour before the dawn of your real Army career. It comes as the "end of the beginning" of your Army life, and very honestly, you will probably find it boring and annoying if you let

it get on your nerves. But if you understand the reasons for the delay, it *won't* get on your nerves.

First, just what is staging? In the WAC the term refers to a period which follows training, when you are attached to a group waiting for shipment to permanent assignments. This is a casual company, a unit made up of "casual," or unassigned, personnel. (The term "staging" also refers to the period of preparation for oversea embarkation; a "staging area" is the place where these preparations are made.) Normally everyone goes through a brief period of staging after basic training. Occasionally, for any of a number of reasons, some individuals linger in staging for some time.

Why should they dawdle while important work awaits them? How can they be so "needed" when they are wasting their time?

Basically the answer is that Wacs are *individuals.* If they—and *you*—were not, there would be little

occasion for lengthy staging. But post commanders and theater of operations commanders do not ask simply for "78 Wacs." Their requisitions state what types of individuals they need—so many typists, so many mechanics, so many cryptanalysts, etc. This system guarantees that an individual who has been trained as a vehicle driver will not go out as a baker; it guarantees that a commander who needs a secretary will not find himself with a dental technician. But it also makes delays; it means that you may have to wait in staging until there is a call for someone in your category.

Differences in supply and demand also cause delays in staging. In a volunteer organization, there may be more cooks and clerks than are needed at some time when there are not enough mechanics or messengers. Such situations are corrected as quickly as possible by training unspecialized recruits to fill the places in which there are shortages.

The principle of reserve strength affects staging. No military organization ever commits its entire strength. There must be a certain reserve for emergencies. In civilian terms, you would say that as an employer, the Army must always have some extra help available somewhere to meet unpredictable circumstances.

Finally, the administration of a huge military organization is the reason for part of the period of staging. Availability reports of personnel in training centers must be matched up in Washington with personnel requisitions from all posts and stations in this country and from installations in every part of the world. Call it red tape if you must, but this admin-

istrative procedure is what assures a fair disposition of your Army career.

There may even be individual reasons for your staying in staging. For example, you may have been selected to go to a specialized school. But some schools start classes only at intervals of 2 to 8 or 10 weeks; you will have to wait until there is a class for you to join. Or you may have to wait in staging while the domestic facilities of housing and feeding are arranged for you at the post to which you are to be sent.

The Army wants to get you out of staging just as much as you want to get out. It is no idle talk to say that your services are needed. At the times when it seems that you have been forgotten, there may be no way at all for you to know the reason for it—but *there is a reason*. Keep that in mind—and remember, "They also serve who only stand and wait."

ON THE JOB

It would be impossible here to give even a general idea of all the types of jobs which are open to you. There are more than two hundred of them, including practically all military duties not involving combat. You may have a chance to prove your abilities in any one of the three big commands, the Army Service

Forces (ASF), Army Ground Forces (AGF), or Army Air Forces (AAF). Under one of them, you may be assigned to any of the branches, corps, or technical services.

There are various technical and administrative duties which you may perform in the ASF. In the Ordnance Department you might be an obstacle course vehicle driver, for example; you might make or repair parts for precision instruments, compute bombing tables, or operate remote-control testing units for antiaircraft guns. In the Signal Corps you could be a telegraph, teletype, or telephone operator, or you might process still or motion pictures. In the Quartermaster Corps you might pack or check supplies or work in a sales commissary. In the Medical Department you might be a technician or supervise the care of equipment. In the Provost Marshal General's Department you might handle traffic control or keep prison records. In the Special Services Division your job might be on a camp newspaper, or in a theater or recreational center or library.

Jobs for Wacs are plentiful in the AGF, even in the headquarters of combat elements. You might maintain personnel records, repair small arms, or run messages. If you have creative talent, you might build models of equipment for training demonstrations or make drawings of mechanical parts. Many Wacs drive staff cars for high-ranking officers, or jeeps, trucks, or ambulances.

If you are an Air-Wac in the AAF, you will go through regular basic training under the supervision of the ASF, then transfer to the AAF for on-the-job training. If you are designated to be a clerk in the

AAF and have had no typing experience, you will be given a 4-week course in typing when you have finished your basic military training. If you show unusual aptitude, you may be sent to a specialist school before reporting for your job. That job might be as a radio operator, relaying weather information, changes in orders, and traffic directions. You might be trained as a Link Trainer instructor, a cryptographic clerk, or a photographic technician. You might be checking bombsights and other instruments or servicing planes.

Within your own unit you may have a job—perhaps the important one of feeding your sister Wacs as a cook or baker, or you might be assigned as a supply clerk or company clerk.

The list of jobs you can fit into is a long one. All are essential and require hard work. Wherever you are placed, you will be needed urgently.

TIPS TO REMEMBER ON THE JOB

Whatever job you draw, you can make it more pleasant for yourself and more effective in the war effort by giving it conscientious attention and just a little extra energy. The little things make a great deal of difference.

Learn the Army's lanaguage

You're not going to be very happy in your work unless you understand what is going on around you. For example, you will notice that the Army has a special language of its own just as many businesses and professions have special terms which best describe their tools and methods of operation. Commonly used words such as "pass" and "detail" and "challenge" have specific military definitions. Learn them. Learn the difference between a "camp" and a "fort"; the difference between "fatigue" and "fatigues."

A list of common military words, abbreviations, and expressions is included as this appendix. TM 20–205, *"Dictionary of United States Army Terms,"* will give you a complete listing. You may consult it in your orderly room or library.

Identify yourself properly

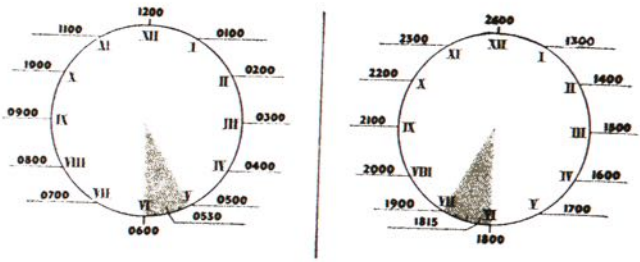
In establishing yourself comfortably in your new work situation, you will want to know how to sign your name and do the other little things you have to do. In official letters and papers, your name should be signed in the following fashion: "Mary Smith,

Private, WAC." (See ch. VI for information regarding personal mail and free postage privileges.)

It may save you some embarrassment to know that when you answer a telephone in the Army you don't just say, "Hello." The proper thing in every case is to identify yourself and the place where you are, for example: "Headquarters WAC Detachment Orderly Room, Private Smith speaking."

Use "Army Time"

You will see and hear references to hours of the day in "Army Time," which you must understand. This is a way of expressing time in four digits, of which the first two refer to hours and the latter two to



minutes. The system works on a 24-hour basis, so that there is no "a.m." or "p.m." For the first 12 hours of the day, this time is very similar to the standard system. For example, one hour after midnight is 0100; an hour later it is 0200, and so on to 1200, which is noon. The first hour after noon is 1300, the next 1400, and so on to 2400, which is midnight. Minutes are expressed in the last two digits; for example, half an hour after 1300, it is 1330 and 5 minutes later it is 1335. In usage, you do not speak of

the time as "o'clock"; you would say that the time is, for instance, "1330 hours," *not* "1330 o'clock." This system is simple when you get used to it; learn to use it exclusively.

Military dates

Dates in military correspondence and publications are in this form: "15 September 1944," rather than "September 15, 1944."

EQUIPMENT ON THE JOB

In every job it is necessary to use equipment of some kind. Remember that the job you do can be only as good as the tools you use. The Army supplies you with the best of equipment, but it's up to you to use it properly so it will help you to do your work well. In some jobs you may use tools which simply can't be replaced now. Don't delay victory by breaking a tool or destroying a piece of valuable equipment.

A JOB WITH A FUTURE

You'll do your job better if you keep constantly in mind the purposes for which you are working. In any Army job, there are at least three purposes which apply, and in yours there may be many more.

First on anyone's list must be the winning of the war. Work hard—because you're helping to achieve that purpose.

A more immediate purpose is that you can make things more pleasant for yourself by working hard, because that is the way to win promotions. Ratings bring extra pay, greater personal freedom of action, and the added respect of those around you.

Finally, no one with common sense can overlook Army work as preparation for future life. The habits of hard work and study will be difficult to regain if you grow lax in them now. Success itself is something of a habit. Get used to that habit now, and it will stay with you later.

OPPORTUNITIES WITHIN YOUR JOB

Many Wacs enlist because they recognize this opportunity to receive valuable education free on their jobs. This may have had something to do with your own decision to join. Certainly it is an important consideration.

In civilian life you may have had an aptitude for a type of work which was beyond your reach. Perhaps you lacked money to pay for required training, or just didn't want to give up a steady job to try something new. In the Army, such work might be available to you. If you show aptitude and ability, the Army will provide the training. When you are mustered out, you will have the background of experience to go on with the new career.

The opportunities of this kind are almost as numerous as the types of Army jobs. The Army has specialist schools in motor transport, finance, cryptography, photography, physiotherapy. Other schools teach Wacs to be cooks, bakers, clerks, medical technicians, supply checkers, administrative workers.

Naturally the needs of the Army are the determining factor in the selection of students for these schools, but if you show your willingness to learn and demonstrate a special aptitude there is nothing to keep you from acquiring a valuable vocation for your post-war employment.

EDUCATIONAL OPPORTUNITIES

If you would like to continue your private education, the Army gives you an opportunity to do so through the United States Armed Forces Institute. Correspondence courses in elementary, high school, and college subjects and a wide variety of technical training courses are offered at minimum fees. Some of the courses are offered by the Institute itself and the small fee of $2 is paid when you enroll; this entitles you to take as many Institute courses as you care to complete. Other courses offered by leading schools and colleges in cooperation with the Institute cost you only a half of the text and tuition cost up to $20; the Government pays the other half. For example, if the fee is $15, you pay $7.50; if the fee is more than $40, the Government pays $20 and you pay the rest.

The amount of time you spend in completing the course is up to you. The lessons are available if you are sent overseas. Most of the courses carry full high school or college credit.

You may enroll by asking your librarian, Education-Information Officer, or Commanding Officer for a form, or by asking for one by letter to the Commandant, U. S. Armed Forces Institute, Madison, Wisconsin.

STUDY IN YOUR SPARE TIME

Using your spare time in study will pay dividends. Books and periodicals are easily accessible in camp libraries, unit day rooms, and service clubs. Orderly rooms are supplied with manuals and other material relative to the work of the unit. See your first sergeant; she will give you advice and suggestions on technical reading.

OFFICER CANDIDATE SCHOOL

When for a specified time you have shown outstanding qualities in the performance of your duties, and if you have made a required score in your Army General Classification Test, you will be eligible for application to OCS, or Office Candidate School. Your application should be made in writing to your com-

pany commander. Final selection is made by a board of officers after a study of your record and an interview.

EARNING A PROMOTION

Many people believe that simply being in the service for a certain period entitles them to promotions. This is not at all the case. Among enlisted personnel, there are no minimum-time stipulations for promotions, and it is even possible to "jump" a grade in unusual cases. Spending time on the job, however, will not by itself bring promotion. Your superiors will select you for promotion only if your work has

been done well and you have demonstrated qualities of leadership. This means that your efforts to earn promotions can never be relaxed; they must extend from your job all the way through your personal relationships.

Other persons, who become discouraged easily, feel that promotions are impossible to attain. You will hear them say that it's too late now to be promoted; that the early birds got all the rank. There is the persistent rumor everywhere that "ratings are frozen." As usual, the truth is not quite so extreme. Ratings are never "frozen." There are always promotions. It is true that promotions now do not come as easily as they did in the early period of rapid Army expansion, but they can be had. New units are activated, and they must have leaders. Oldsters are discharged, and their ratings are left to be filled. From time to time, revised allotments of ratings to posts and units provide opportunities for advancement. You may find yourself at some time in a job where at the moment there seems to be no possibility of a promotion. Don't let that apparently futile situation make you slacken your efforts to qualify for advancement. The situation can change, and when it does, you will want to be the one whose record justifies appointment to a higher grade. If you wait until the new rating is available, it will be too late then to prove yourself.

TRANSFERS ARE FOR THE BENEFIT OF THE SERVICE

Transfers are part of Army life. The business of winning a war is like no other business, and a certain

amount of reshuffling of personnel is inevitable. Depending upon the kind of person you are and the circumstances in which you find yourself, you may look forward to a transfer or you may dread one; however you feel about it, one may come your way at any time.

Most of us establish ourselves in any situation, adapting ourselves to our circumstances and companions. We grow used to the things around us. People who feel this way consider the "shipping list" and the transfer which it implies as a threat to their sense of security. For them there should be some solace in the thought that what they consider normal and natural now was strange and unusual not so long ago; they will adapt themselves again wherever they go. Since there would be no transfer if there were not a greater military need somewhere else, the only thing to do is to take it in stride as the price of serving.

Others grow bored with routine. They yearn for change, look forward to new experiences. To them, transfers seem desirable. Much as they might want to transfer, the cold fact is that the only occasion for transfer on personal grounds is when an attitude or situation makes an individual unable to work effectively at her post. Naturally a transfer originating in such a way is not likely to be advantageous. Pleasant as it might be for those with wanderlust to transfer frequently, it just cannot be done at the cost of efficiency. Military necessity is the only proper occasion for transfer.

YOUR JOB OVERSEAS

America is fortunate in this war to be fighting away from home, sparing its land and civilians the ravages of battle. But since war has not come to our homeland, those of us who are in uniform have to go to the war. Whatever your job, it may take you overseas.

No one can decide for you whether oversea service is something to look forward to. No one should even try to influence your thinking.

It *is* proper for you to know the official policy with regard to oversea service for Wacs. Technically, you are a soldier as fully as is any man; you are subject to assignment and transfer to any work anywhere, for with the single exception of combat service, your being a woman does not give you any exemptions from duty.

If you hope not to be sent overseas, you will be glad to know that a real attempt is made throughout the Army to avoid maladjustments and to recognize individual psychologies. Your superiors will know more about you than you think they do, and if there is a good reason why you are not fit for foreign duty, they will take it into consideration in determining whether you are to go.

If you are anxious to go, you should make that desire known—*but* **you** must remember that you are not in this Army for glamour and adventure; you will be kept at your work here unless there is a special need for you overseas.

Whatever happens, remember this—your being in one job or another, on one side of the seas or another, does not make you superior to any other Wac. Those who stay here shouldn't feel that they have

been held back because they are inferior; those who go should never feel that they have been banished. Each Wac will do what is expected of her, in the place where her orders take her, and the measure of her soldierly attitude is her recognition of the fact that every other Wac is doing exactly the same thing.

CHAPTER III

The Military Setup

In school the teachers repeated until we had all memorized it for life: "The whole is the sum of all its parts." That well remembered axiom is the easiest explanation of the military set-up of which you are now a part.

Each of the parts is a person, and the mightiest among them would be humble indeed without all the others. Each has a job to do—a dull, routine job or a glamorous adventure—but none of them would be done without the efforts of all. Big and little, they form a giant organization, but in actual fact it is only people—a big crowd of people. The biggest crowd there ever was has pitched in to start the world rolling again as it was before this war stalled it.

It's the business of the last chapter of this booklet to say something about *why* we've all put our shoul-

ders to the same wheel and where we're trying to go. Right here the thing is to tell *how* we're doing it. There is the story of organization, extending from a union of nations to your own squad and the women who are in it with you.

THE UNITED NATIONS

Much as you have made yourself a part of the Army of the United States, so has the United States made itself a part of the United Nations. There is nothing mysterious about this union. The situation is simply that the peoples of a number of nations, through their leaders, have said, "See here, all of us seem to be fighting for pretty much the same thing; at any rate, we're all fighting *against* the same enemies. Let's get together!" So it has been.

Our country's attitude is very realistic. The present teaming-up is for the duration only. Whatever alliances or policies of cooperation there may be after the war are a separate consideration. As a citizen, you will have a chance to speak your piece on them after the war has been won. For the present, put it on a personal basis: If you are attacked by thugs, you welcome help of any kind in beating them off. Afterward, you decide whether, when the immediate danger is past, you and your allies have enough in common to build a permanent friendship. Naturally the magnificence of their fight in the same cause as yours makes a good foundation for establishing mutual understanding.

In this union, each nation speaks with its own voice; none has surrendered its sovereignty or independence. United Nations strategy is determined by

the Office of the Combined Chiefs of Staff. This office (to which are appointed high-ranking officers of the armies and navies of the allied nations) determines strategy and policy on the broadest scale. This includes direct military activity, such as the decision to knock out Italy first, then Germany, then Japan. It includes supply, transportation, and production problems, and lend-lease and "reverse lend-lease." It considers the political effects of military actions upon enemy governments. It is the largest democratic union ever brought about for a specific purpose.

In addition to the member nations of the United Nations there are others which have helped us from the sidelines, and some which have just cheered for our side. These are the so-called "friendly neutrals." In some cases these nations seem to have been motivated chiefly by selfish interests, but do not underestimate their aid. Without them, things could have gone much worse for us.

There are still other nations whose help has come to us not wholly in good heart, but whose assistance we have accepted. These are the "cobelligerents." They started on the wrong side; they were our enemies. But remember that "black is never wholly black, nor white so *very* white." The people of these countries were not unanimously misguided by the leaders who took them into war against us. Toward them you can never feel as friendly as you do toward the nations whose eyes were clear from the start, of course, but neither can you ignore entirely their change of heart.

Finally, in numbering our friends, there are those staunchest allies of all—the underground fighters.

The patriots in Poland, the Partisans in Yugoslavia, the Maquis in France, the guerrillas in Russia and China—these are allies to esteem greatly. They carried on in the very presence of the enemy, without supplies and recognition and without that stimulus to courage which comes of being in a group.

When this war has been won and we are back in our homes, we will be able to remember that we did not fight alone.

THE PEOPLE'S ARMY

In many countries the soldiers are professionals who engage in political activities so that they may become more powerful than the governments which they are supposed to serve. This has never been America's way.

Our Constitution specifically determines that our Army is subordinate to the will of the elected officials of the Government. Only Congress may declare war. The President is Commander-in-Chief of the Army and the Navy. The President, with the concurrence of the Senate, appoints the Secretary of War, who is the superior of every Army officer. The Senate approves the presidential nomination of every general officer in the Army. These and other provisions assure that at all times the citizens of the country, through their votes, have a voice in the control of the military.

THE ARMY OF THE UNITED STATES

In time of war, America's over-all military organization is the Army of the United States. This is the

expanded organization which utilizes our fighting might in the different forms in which it has existed in times of peace.

The various groups which are combined to form the AUS are known as "components." Each component is a group identified by the manner in which its members became soldiers.

The nucleus of the AUS is the United States Army (USA), or "Regular Army." These are our career soldiers. They spent the peaceful years studying and training so that we would not be entirely undefended at any time and so that in time of war the rest of us could gather around them to learn the military sciences which they had not allowed to be forgotten.

When the nation needed them, the men who had stood by for emergencies before the war were called to the colors. These are the soldiers of the National Guard, the Officers' Reserve Corps, the Enlisted Reserve Corps, and the Organized Reserves. All these are men who had had previous military training.

The largest component in the AUS is made up of men who entered through the Selective Service system. They were chosen by local boards which selected first the ones who could serve with the least real hardship at home.

The WAC is one of the volunteer components of the AUS. It is not now an auxiliary group, as it was until it had proved itself. The Corps to which you belong is as much a part of the Army of the United States as is any other component. You are as much a soldier.

HOW THE ARMY IS ORGANIZED

Streamlined for efficiency and geared to perform an almost superhuman combat task, our Army has a sound system of organization. The basic pattern of the Army system is that of a pyramid.

At the top of this pyramid is the Secretary of War. To him, the President, as Commander-in-Chief, delegates the duty of directing the Army. He is head of the War Department, from which plans and policies are sent down, ever-widening out, until they reach every individual soldier at the base of the pyramid.

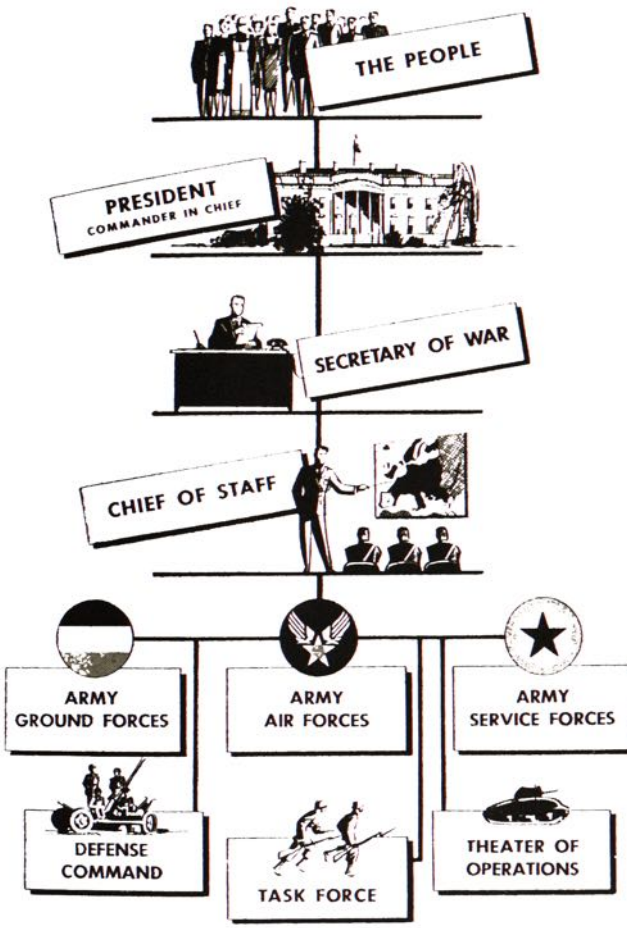
Assisting the Secretary of War are the civilian heads, the Assistant Secretary of War and the Under-Secretary of War. Many agencies of the War Department and arms and services of the Army have civilian employees who perform specialized duties assigned to them.

Directly under the Secretary of War in authority and acting as his military adviser is the Chief of Staff, a five-star general, and the highest-ranking active officer of the Army. He is head of all military personnel and is in charge of all strictly military activities. He has, in the War Department, a staff of advisers and specialists who aid him in carrying out his duties. Included under the Chief of Staff are the Deputy Chief of Staff and the commanding generals of the major subdivisions of the Army.

THE BIG THREE

The three major commands in the Army are the Army Ground Forces, the Army Air Forces, and the Army Service Forces. Each of these groups may be thought of as one side of the pyramid upon which the

ORGANIZATION OF THE WAR DEPARTMENT



Army is patterned. Each group has at is head a commanding general, who has his own staff of advisers and specialists. Within each of these three commands there are further subdivisions into specific branches.

The Army Ground Forces

As their name suggests, these are the men who fight on the ground. Their mission is to meet the enemy face-to-face. They comprise the Infantry, Field Artillery, Coast Artillery, Antiaircraft Artillery, Cavalry, and Armored Force and Tank Destroyer units. The Infantry is further subdivided to include airborne troops, parachute troops, ski troops, and troops with special training in desert and mountain warfare. Each of these branches has its own commanding general who operates directly under the Commanding General of the AGF.

The Army Air Forces

The men of the AAF are those who fight in the air or who work for the air fighters. Their mission is to destroy from the air the enemy's aircraft, troops, installations, and economic life. The AAF functions almost independently of the other commands in many matters of planning, training, tactics, and supply. Its branches, each with its own commanding general at its head, include the Training Command, Troop Carrier Command, Air Technical Service Command, Air Transport Command, AAF Personnel Distribution Center, AAF Tactical Center, Proving Ground Command, and the individual air forces. There is a difference between THE Army Air Forces, which is the whole air command, and AN air force, of which there are many, some stationed in the United States and others abroad.

The big job of the ASF is supply, equipment, and movement of troops at home and abroad. It provides food, clothing, ammunition, medical service, motor, rail, and ship transportation; records of personnel, recreational activities, mail service, and hundreds of other supplies and services.

The ASF has the most complex organization of the three big commands. It has 9 service commands within the United States, 7 technical services, 26 staff divisions, the Northwest Service Command, and the administrative and supply functions of the Military District of Washington, D. C.

The continental United States is divided into service commands based upon approximately equal military populations. The Northwest Service Command includes the Provinces of British Columbia and Alberta, Yukon Territory, and the District of Mackenzie. A service command is a field agency of the ASF. It handles administrative details and furnishes such installations as induction, reception, and replacement training centers, proving grounds, depots, arsenals, etc.

The ASF technical services consist of the Quartermaster Corps, Ordnance Department, Corps of Engineers, Chemical Warfare Service, Signal Corps, Medical Department, and Transportation Corps.

The staff divisions include such agencies as the Military Personnel, Industrial Personnel, and Military Training Divisions, the Purchases, Production, Audit, and Accounts Divisions, etc., the Departments of the Adjutant General and Judge Advocate General, and the Office of the Chief of Chaplains.

Each individual branch within the three major commands has its own organization similar on a smaller scale to the main command.

COMBAT ORGANIZATIONS

When battle strategy is planned, the air, ground, and service organizations are localized in the same basic pyramidal pattern as the Army organization already described. The personnel involved include soldiers from all three of the major commands. The infantry, engineers, and armored units are served by the quartermasters, ordnance men, signalmen, and other service groups and are supported by the air fighters. Wacs may be included in many kinds of administrative and specialist functions.

Theaters of operations

This term, frequently appearing in the news, applies to a prescribed area of land, sea, and air in which all military operations, offensive and defensive, are under the authority of one commander. Within his area the Theater of Operations Commander holds an authority similar to that of the Chief of Staff in the whole Army: He is the top man in the pyramid, and the commanders of ground, air, and service forces in his area are responsible to him. He, together with other theater commanders, is responsible to the Chief of Staff—so that a theater of operations is like a little pyramid within the large pyramid. There are a number of these theaters—in Europe, North Africa, the Southwest Pacific, etc.

If you go overseas you will go to one of these theaters. Wacs are sent as "casual replacements,"

meaning that they go as individuals rather than as members of complete units.

Field armies

Within theaters of operations the ground operations are carried on by field armies (or smaller units). As in the case of "the" Air Force and "an" air force, there is a difference between "the Army" and "an" army. *The* Army, of course, is the whole military organization. *An* army is the largest unit which normally operates under the command of a general in the field. You have heard, for example, of the Fifth Army's fighting in Italy and the Third Army's fighting in France.

Defense command

This is an area in which all defense functions are under the control of one commander. It is similar to a theater of operations except that defense only is involved.

Task force

A task force is a group organized for a specific mission. It is made up of combat and service units and may include units of the Navy and Marine Corps as well, all under a unified command. Since the assigned tasks may vary all the way from hit-and-run raids on islands to major invasions, there is no fixed organization, and the size and composition of the force depends only upon the particular mission. A task force is also normally a temporary organization which exists only until its mission has been completed.

ELEMENTS OF ORGANIZATIONS

In the pyramid of organization, each commander of a force or unit has under him the commanders of

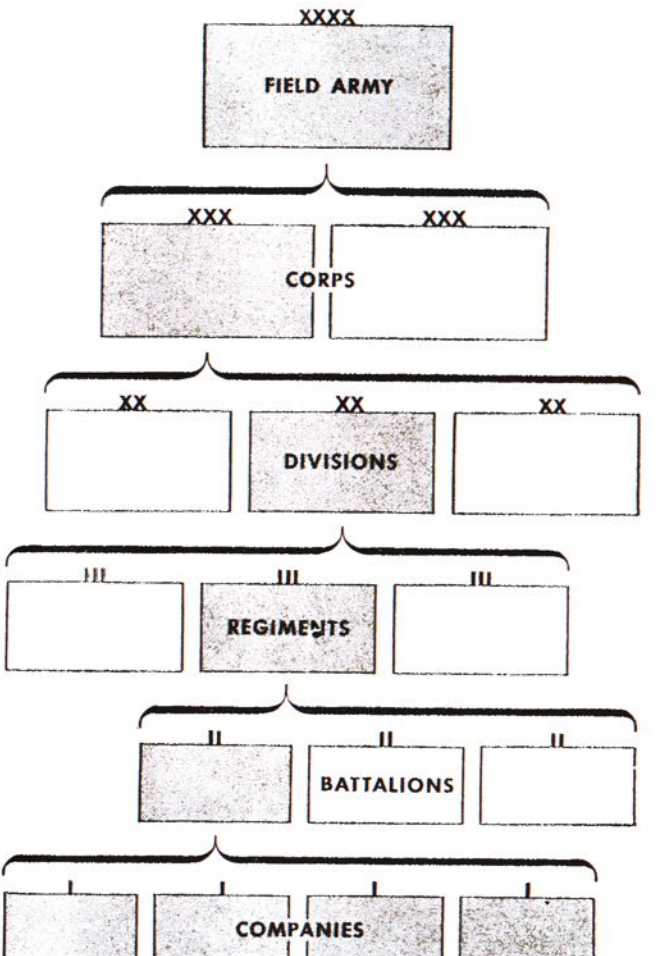
several smaller units, who in turn have under them several commanders of still smaller units. The units which comprise any force or organization are known as "elements." These elements can be traced all the way from your own unit to the very top.

The smallest element which is complete within itself, with its own rosters, pay rolls, and administrative personnel is a *company*. Elements of about this size and with the same function are also called by other names. In the Artillery such an element is a *battery*: in the Cavalry it is a *troop*; in the WAC you may be in a unit corresponding to a company, but known as a *detachment*. All of these terms refer to basic administrative elements. Think of them as the elements at the bottom of the pyramid. There are many of them and in the terms of the whole organization, they are very small.

Two or more companies (or equivalent elements) comprise a *battalion*. Two or more battalions, in turn, comprise a *regiment* (or, in the artillery, a *group*). Two or more regiments, together with special headquarters troops, comprise a *division*. Ordinarily a division includes three regiments, which is why ours are known as "triangular divisions." Our divisions normally have about 15,000 men each. Two or more divisions, together with other special troops, comprise an *army corps*, often called merely a *corps*. Two or more of these corps comprise a *field army*.

In the AAF, the names of organization elements are different. The smallest administrative unit is the *squadron*, which corresponds tactically to a battalion. (A squadron is made up of several *flights*, each of which might involve one aircraft or dozens, depending

ARMY ORGANIZATION CHART



upon the function of the unit.) There are usually four squadrons in a *group,* but this number may vary. Two or more groups comprise a *wing,* and a number of wings make up a *division.* A division, in turn, is part of a *command,* which is the major subdivision of an *air force,* which is the air equivalent of a field army. In each of the echelons below the air force itself, elements are identified according to their work, as fighter, bomber, or service units.

WAC ORGANIZATION

Placing yourself in this picture of organization and seeing how your unit fits into each element above can be quite simple if you start by forgetting that you are a Wac and a woman. *After you have been assigned to a unit,* you will fit into the Army's organization picture exactly as a man does. You will be assigned to a detachment in a service command, for example, or in the Quartermaster Corps or the Coast Artillery or the Air Service Command. You are then a soldier of that command. Remember—*assigned* Wacs are personnel of the commands to which they are assigned, just as are male soldiers of that command. Until you have been assigned, of course, you will be a direct charge of the Women's Army Corps only.

At the top of the WAC organization is the Director of the Women's Army Corps, who holds the rank of colonel and is a member of the War Department General Staff. She formulates large general policies which affect the whole Corps and is responsible for plans and policies for recruiting, classification, training, and assignment. She also advises the commanding

generals of the three big commands on matters pertaining to the Wacs within their commands. There is a Wac officer assigned to each branch of the General Staff to work in connection with plans and policies concerning Wac personnel. At lower organizational levels, commanding officers of Wac units are responsible to post commanders or commanders of branches in which the detachments function. Thus your own company or detachment commanding officer is responsible, not to the WAC, but to the same commander as are the male company officers at your post. And thus you fit into the organization of the Army exactly as do the male soldiers at your post.

POST ORGANIZATION

The organization of a camp, post, or station could be likened to that of a civilian community, with the commanding officer carrying out duties similar to those of a mayor. His job is to maintain the safety of the post, enforce its laws and regulations, protect its property and provide for the education and welfare of its personnel. He delegates specific duties to various assistants.

The adjutant is an administrative officer. All orders from the commander are issued through him. It is his duty to maintain records, handle official correspondence and orders, supervise postal service, etc.

The fiscal officer operates as treasurer of the post. He records expenditures, disburses funds, and audits accounts.

The judge advocate is much like a district attorney, with broader functions. He provides legal opinions and information and is responsible for courts martial.

The provost marshal is comparable to the head of the police force. He provides for the safety of the post and commands Military Police (MP) units at the post.

The intelligence officer works in conjunction with the provost marshal in obtaining official information and in protecting military secrets.

Other staff officers on the post include the chaplain, surgeon, personnel officer, special services officer, post quartermaster, ordnance officer, post engineer, and fire marshal. All of them are responsible for some factor in your welfare. As a Wac you might be assigned to work in any of their offices.

UNIT ORGANIZATION

It is interesting to understand the organization of the larger units to see how you are related to them. It is more than *interesting* to understand the organization of your *own* unit; it is imperative. Your everyday living depends upon this understanding.

At the head of your company or detachment is your "CO." She will probably be a lieutenant or a captain. In most matters, she is the final authority; while you have a relationship to every higher authority, it is through your CO, and you will probably never have much direct contact with officers who rank above her. In your job, you will get work instructions from other superiors, of course, but this does not affect your direct responsibility to your CO.

Your CO is responsible for your general well-being, your clothing and equipment, your training, food, quarters, recreation and furloughs. She will delegate

some of her duties to other unit officers. Her executive officer may be responsible for plans and training, for example, another officer for the mess and mess hall; another for supply. In addition to other duties, certain officers will be responsible for such matters as insurance, bond purchases, recreation, etc.

The first sergeant is the direct representative of the company commander, and if you wish to see your "CO" you must first get her permission. She is aided in her administrative duties by the company clerk.

The members of the unit are divided into platoons, each of which usually has at its head a commissioned officer. Each also has a platoon sergeant who assists the officer.

As a member of the unit, you have individual obligations and responsibilities. Your job is to do your share for the welfare and best interests of your platoon, your company, your post, your Army. The success of all depends on each one, on *you*.

THE CHAIN OF COMMAND

In the Army, all orders are issued through "channels" and follow a "chain of command." A chain of command extends from each individual to the very highest authority. For example, if you have a request requiring a decision by the post commander, your letter of request would be given to the first sergeant, who would pass it on to your CO. She would send it to the battalion or regimental commander, who would forward it to the post commander through the adjutant. The decision, or reply, would return to you through the same channels. The reason for this system is simple. It keeps everyone along the line in-

formed of what is going on. It maintains discipline and efficiency. Orders issued to you through channels imply higher approval and carry the full weight of all higher authority.

LAWS OF THE ARMY

No organization would hold together nor operate efficiently without rules and regulations. The rules restrict activities which are not good for the individual nor for the welfare of all; they prescribe the extent of duty; they protect each individual against the group and the group against all individuals. Rules in the Army are contained in the Articles of War, in Army Regulations, and in post and unit regulations.

THE ARTICLES OF WAR

The 121 Articles of War are the military laws of the United States, enacted by Congress to control the conduct of the Armed Forces and to govern military justice. In a condensed version, they are the equivalent of thousands of Federal and State laws and municipal ordinances.

If the Articles have not been read and explained to you already, you will hear a reading of certain of them very soon. This reading will be repeated every 6 months as long as you are in the Service. If you

don't understand any of them you may ask for an explanation at one of the readings or you may ask your first sergeant. As you know, ignorance of the law is no excuse in civil courts; neither is it in military courts.

You don't have to know every Article to keep out of trouble. They are common-sense rules whose purposes are easy to understand. They only penalize conduct which you would know is wrong anyway. There are some of them which warrant special emphasis, however. These are discussed below. You may study all the Articles in "*A Manual for Courts-Martial*," U. S. Army, 1928 (Revised).

Desertion

The crime of desertion, covered by Article of War (AW) 58, is one of the most serious offenses in the Army. Desertion is leaving your post or duty with no intent to return. In time of war it may be punishable by death, or by dishonorable discharge and long years of imprisonment. You can understand why this drastic punishment is necessary. The lives of other people are at stake, are entrusted to you. You must not fail them by running away.

Absence without leave

It is extremely important that you understand fully the meaning of AW 61, which covers "AWOL." Whenever you fail to report at a directed place of duty, or to remain at it as directed, you are considered AWOL. The punishment for this may be very serious in time of war. Much may depend upon your being at a certain place at a certain time. Your absence might prove more serious than you expect be-

cause of orders you couldn't know about in advance. Always obtain permission to leave your duty or post, and if an emergency keeps you away, wire your company commander stating your reason for delay, or go to the nearest Red Cross office. The workers there will investigate and report by telegraph to the necessary authority, and will assist you in obtaining an official delay.

Safeguarding military information

Facts you think unimportant might be just the pieces of information the enemy needs to round out the picture puzzle of our military operations. Never reveal, even in an off-hand manner, any military information to civilians, to relatives, nor even to other military personnel not directly concerned with it, unless it has been passed by the censors; you can know that the censors have approved it if it has been discussed in the newspapers or on the radio.

Disrespect

AW's 62 and 63 require that you act respectfully toward your superiors and toward the heads of our Government. You may not use "contemptuous or disrespectful words against the President, Vice President, the Congress of the United States, the Secretary of War, or the governor or legislature of any State, Territory, or other possession of the United States," nor "behave with disrespect" toward any superior officer. Disrespect may be conveyed by words of denunciation or exhibited by neglecting to salute, by a marked disdain, indifference, insolence, or impertinence, or by undue familiarity or rudeness.

Insubordination

The Army system is based upon obedience of orders, and AW's 64 and 65 prohibit willful disobedience of lawful orders given in line of duty by your superiors. These articles also forbid assaulting or threatening to assault or behaving in an insubordinate or insulting manner toward officers, warrant officers, or noncommissioned officers. The penalties for violations of these articles may be quite severe.

Disorders

All officers, warrant officers, and noncommissioned officers, and members of the Army Nurse Corps are authorized by AW 68 to stop all "quarrels, frays, and disorders" among persons subject to military law, and

to arrest those taking part—even their superiors. Anyone who refuses to obey an order to desist or who threatens an authorized person giving such an order may be punished by a court martial.

Caring for equipment

The clothing and equipment issued to you must be cared for properly. Selling, destroying, losing, or neglecting to take care of it properly is cause for trial by court martial, under the 83d Article. You will also have to pay for any issued articles lost or otherwise disposed of. (You do not, of course, have to pay for articles which wear out through "fair wear and tear"—see ch. IV.)

"Company punishment"

The 104th Article provides that in minor offenses a company commander may stipulate punishment without the formality of a trial by court martial. This punishment may be of no more than a week's duration and usually consists of withheld privileges, extra fatigue duty, or restriction to a prescribed area. Company punishment is the only punishment under the Articles of War not entered on the service record. If you feel that the sentence imposed by your CO is unfair or unduly severe you may request a trial by court martial, but you may be required to suffer the penalty imposed under AW 104 in the meantime, and there is no guarantee, of course, that the sentence of the court martial will not be still more severe.

Misconduct

All offenses not otherwise specified in the AW's are covered in the 96th, or "general" article. These in-

clude disorderly conduct and bringing discredit upon the military service by such acts as not paying debts, writing bad checks, lending money for interest, gambling in violation of orders, or acting in a promiscuous manner. Even such minor acts as thumbing rides on the highway or wearing a dirty uniform can be punished under this article. Naturally, the sentence of the court martial takes into consideration the seriousness of the offense. The principal point to remember about this Article is that you can't "get away with anything" simply because the AW's don't specifically mention every misdemeanor; the 96th will take care of the situation if you don't act sensibly!

Understanding the purpose of the Articles of War makes them easy to heed. If you disobey them, they impose punishment but if you obey them, they serve as a protection for you as they do for everyone.

COURTS MARTIAL

As prescribed in the Articles of War, there are three kinds of courts martial: general, special, and summary.

A court martial has jurisdiction over all military personnel and civilians subject to military law. It is not a court of equity; that is, it does not settle disputes. It passes judgment only on offenses, and makes decisions regarding punishment.

There are no boundary limits for courts martial. A case does not necessarily have to be tried where the offense occurred, as in civil courts. The Army operates as one unit.

Those who serve on courts martial are officers of the Army, including the WAC. Officers from other

branches of the Armed Services may serve, provided they are at the time working in cooperation with the Army.

Summary courts martial

This type of court consists of one officer who is empowered to try minor offenses. He acts as judge and jury. A summary court martial may be compared to a municipal or police court.

Special courts martial

This type of court handles more serious offenses. At least three, sometimes more, officers are present. There is a trial judge advocate (TJA) who serves as a prosecuting attorney. The accused may be represented by counsel appointed by the Court, or may select an attorney from Army or civilian personnel.

General courts martial

This is the highest military court. It handles all the most serious offenses. At least five, frequently more, officers sit at a general court martial. The trial judge advocate and defense counsel usually have one or more assistants. Murder, desertion, rape, mutiny, espionage, and other crimes of a like nature are tried by general courts martial. In some cases the death sentence is mandatory; in other offenses the court may impose any lesser punishment. A general court martial is the only type which can sentence a soldier to a dishonorable discharge. Such a discharge means a forfeiture of the rights of citizenship and makes future employment and social relationships very uncertain.

In all the types of courts there is assurance of just treatment, but of course the best thing to do is to stay away from situations which might cause you to be brought to trial for any offense.

ARMY REGULATIONS

In a group as large as the Army, there would be chaos if many activities, routines, and systems were not directed and correlated. Some people would file correspondence in one way, some in another; some units would issue equipment in one way, some in another; some soldiers would have privileges which were denied to others. Each person would handle his work as he chose. In the Army, every unit must function as the others do, every office must be able to understand the techniques of all others. To this end, there is a series of rules known as the Army Regulations (AR's). These prescribe functional activities, methods, and techniques, and organizational set-ups. They cover practically everything you will do or that will happen to you in your service: for example, induction, hospitalization, transfers, pay benefits, clothing allotments, transportation, furloughs. There is even an AR which specifically approves the wearing by Wacs of lacy wedding gowns with all the frills of civilian wedding apparel.

To learn the Army's policy on any subject, look it up in the index, which is known as AR 1-5.

The AR's are subject to corrections from time to time. These are known as "Changes," and are numbered as they appear; the letter "C" is used as an abbreviation. For example, the first change in AR 35-5540 would be titled "AR 35-5540, C 1."

POST REGULATIONS

In addition to Army Regulations and Articles of War, each post has specific rules which apply only to the soldiers on that post. They are prescribed by the post commander. They may concern the wearing of the uniform, traffic regulations, specific post customs and courtesies, etc. These regulations will be distributed as bulletins or will appear as notices on your bulletin board. It is your own responsibility to be aware of them.

COMPANY REGULATIONS

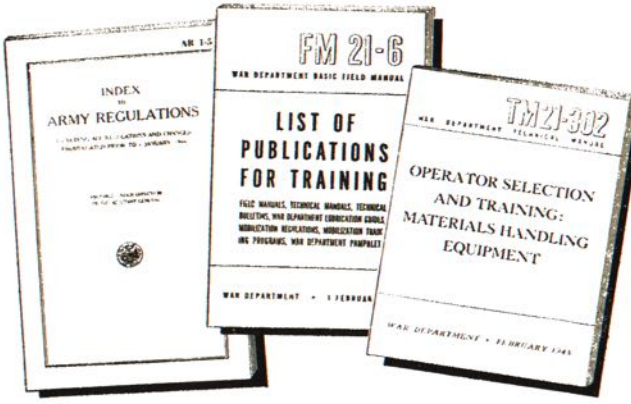
As each post makes its local rules, so does each company. You may keep abreast of company regulations in various ways: through orders from the CO, other unit officers, or the first sergeant. One of the best sources of such information is your company bulletin

board. You are required to read the bulletin board twice each day. You will be held responsible for knowing all information posted on it. It will tell you many things about your work such as guard and fatigue details, where and when you will be paid, the uniform of the day, etc. The delinquency list known as "the gig sheet" is always posted there and the quickest way of knowing whether a Wac reads the bulletin board is by her failure to initial the gig sheet. Listed too, are programs of amusement, athletic activities, religious notices, invitations, and numerous other interesting items.

DOCTRINE IN PUBLICATIONS

Many of the operations and techniques which you may have to understand are described in detail in books and booklets which the Army has had published for your use. These are based on the AR's or contain instruction which has been approved by the War Department, and are thus considered "doctrine," or authority for actions which you may take. In the Army you can't try something new simply because you think it would be a good idea to do it that way; find authority for it in the AW's or AR's, or in one of the official publications.

You will want to see most often the Field Manuals (FM's) and Technical Manuals (TM's). Some of the Field Manuals are "basic" manuals containing information for all branches; others contain information for a particular arm or service, such as the Field Artillery or Signal Corps. The Technical Manuals give more detailed information on special subjects, such as weapons and pieces of equipment. You can



ask for the manuals by their numbers, which have definite code meanings. Manuals and other training publications are indexed in FM 21–6.

In case you ever want to refer to a training film or film strip, these are indexed in FM 21–7. Charts, posters, and similar training aids are indexed in FM 21–8.

In order to keep its information up to date in the fast-changing situations of modern war, the Army publishes numbered leaflets known as Training Circulars (TC's) and War Department Circulars (WD Cir.). These present later information and directives, which may be incorporated later in established forms of regulations.

There are other special means of disseminating Army information, such as Technical Bulletins (TB's) and Supply Bulletins (SB's) on certain subjects. These are explained in FM 21–6.

Much information which the Army wants certain of its people to know does not fit exactly into any of

the other types of publications. It is offered in War Department Pamphlets. This booklet is an example of a War Department Pamphlet.

CIVIL LAWS

A good soldier is a good citizen and respects all laws and regulations, military or civil. While on furlough or pass you are subject to civil authorities and required to comply with their laws. Any police official may, if he believes conditions justify it, arrest and detain you while you are away from your post and not on duty. Military Police are also assigned to civilian areas to see that the civil and military laws are properly observed by personnel of the Armed Forces.

MILITARY ENFORCEMENT

Officers, warrant officers, and noncommissioned officers of the Army and members of the Military Police are required to enforce military laws, rules, and regulations.

In addition, members of the Navy, Marine Corps, and Coast Guard shore patrols, and officers, warrant officers, noncommissioned officers, and petty officers of these services are authorized and directed to take all possible measures, including arrest and confinement, if necessary. Obey their orders. Accept their advice. Submit to arrest if necessary; you will have your day of defense if you have been accused unjustly.

If you have always respected civilian law, you won't break any military laws. Use common sense in your conduct, accept advice from the MP's with good grace, and in this Army of citizen-soldiers you will be a good soldier-citizen.

CHAPTER IV

Good Soldiering

You're engaged in the business of being a soldier. Let's get to know the business. Let's see what it takes to be a good soldier.

Experience has provided a simple recipe. Take a large portion of common sense, and add a measure of cheerful obedience. Season this with self-respect and self-confidence, add a sense of responsibility, and you have a soldier as good as the best.

Good soldiering implies soldierly conduct, and this is based upon military discipline and military customs and courtesies. These are worth studying in detail.

MILITARY DISCIPLINE

Discipline means training, whether physical, mental, or moral, to act in accordance with established rules. Army discipline trains soldiers, *and will train you,* to act under orders.

The need for discipline is recognized in many places. In teams, most of the players subordinate themselves so that a few can make the spectacular plays which win for all. In factories, skilled craftsmen follow the specifications of others; in offices, each worker specializes in some assigned job, as directed. It is most needed in armies, because in them much of the work is the sort of thing nobody would do strictly by choice.

Many people have a prejudice against the word discipline because they associate it with punishment or with "being disciplined." Actually, the word suggests a disciple—a *willing follower.* It is *willingness* which divides those who follow from those who must be driven.

Discipline means following orders, of course, but that is only part of its meaning. One who does as directed only when supervised is not disciplined; you must do as you know you should even when no one else will know. When you are truly disciplined, you are *self-disciplined.*

A significant outward expression of military discipline is military courtesy, and thus the two are related.

MILITARY COURTESY

Courtesy is an attitude toward others which makes human affairs run more smoothly. It is a combination of consideration and respect. Military courtesy is exactly the same thing, with specialized expressions.

In civilian life, it is natural to be courteous toward those you live with and work with. It causes them to like you and to work well with you. In civilian life, however, you can refuse to be courteous to some other person if you choose; if, as a result, he or she refuses to cooperate with you, it is simply your own loss. In the Army, you can't permit yourself this choice. You cannot refuse to work with others, because men's lives depend on your collaboration with many others to get every job done well. For this reason the Army requires every one of its people to treat all the others courteously.

Military courtesy is manifested in such gestures as the salute; it is expressed by addressing individuals properly; it is evidenced by alert, respectful, dignified deportment. It is invariably reciprocal; no one is asked to give without receiving. Courtesy is shown *by* all, *to* all.

THE SALUTE

One of the most important of military courtesies is the salute. It is a respectful greeting, a sign of recognition between military persons.

It is that, and no more. There has been a good deal of misunderstanding about the salute, most of it on the part of people who don't know how soldiers feel about it. Many civilians completely misinterpret its purpose and meaning. They take it to be an ac-

knowledgment of the soldier's inferiority to his superiors. Nothing is further from the truth. Salutes are given *and* returned. They are a privilege of the military alone. Every officer salutes every other officer, just as every enlisted man salutes every officer. The highest-ranking general in the Army is *required* to return the salute of the greenest buck private. The fact that the subordinate salutes first is simply common-sense courtesy applied to a military expression; it is for the same reason that gentlemen step aside for ladies in doorways and younger people are introduced to their elders rather than the other way around.

The salute has an additional purpose. It is evidence of respect for authority. In the Army, an officer does not determine his own authority nor just assume as much of it as he feels he should have; his authority is prescribed and becomes his duty and responsibility whether or not he likes it. In saluting, you acknowledge respect for the position and authority of the officer who holds that position.

Persons to salute

You are required to salute all commissioned officers, both male and female, of the Army, Navy, Marine Corps, and Coast Guard, and members of the Army and Navy Nurse Corps, and all warrant officers and flight officers. It is customary to salute officers of United Nations when you recognize them as such. Do not salute noncommissioned officers or petty officers.

How to salute

Make your salute smart and snappy. A half-hearted, sloppy salute gives you away as a raw recruit. Re-

member your dislike of a half-hearted handshake! The same principle applies to the salute.

To salute, raise your right hand smartly until the tip of your forefinger (index finger) touches your handgear, above and slightly to the right of your right eye. Keep your thumb and fingers extended and joined, palm to the left, with your hand and wrist straight. Hold your upper arm horizontal, and your forearm inclined at an angle of 45°. At the same time turn your head and eyes toward the person or flag you are saluting. Hold the salute until returned by the person saluted, then drop your hand smartly to your side (without smacking the side of your skirt).

This is the regulation salute. Learn how to do it properly. Practice in front of a mirror. Don't give your salute any extra flourishes; that is simply bad taste.

When to salute

Indoors, you salute upon reporting to an officer and again when leaving. Salute also when reporting for pay. When your name is called, step up to the pay table, salute the officer making payment, count your money as it is placed before you, pick it up, and leave *without* saluting again. The officer making payment does not return the salute.

Outdoors, if you are walking toward an officer, salute when you are not more than 30 paces and not less than 6 paces away. A pace is an ordinary 30-inch step. If you should be running, slow down to a walk, then salute.

Salute the national colors or standards when you are outdoors. When the national anthem is played

indoors, stand at attention. Outdoors, salute when the national anthem is played, or when "To the Colors" is sounded at retreat. Salute officers who are riding in automobiles, trucks, jeeps, etc.

When not to salute

If you are a member of a work detail, do not salute, unless you are in charge and are not working.

Do not salute if you are actively participating in athletics or sports of any kind.

If you are carrying articles or packages in both hands, do not salute. It would be awkward. A pleasant nod can take the place of a salute in this instance.

Do not salute if you are in ranks when an officer speaks to you. If you are at ease, just come to attention.

If an officer passes in the rear of your formation and you are in charge, call the group to attention, face the front, but do not salute. If an officer passes in front, call the group to attention and salute.

If you are with a group in a building and an officer enters, just call attention. Remain at attention until the officer gives you "rest" or "at ease." If you are in charge of the building or group and report to the officer accordingly, salute.

In a mess hall it is not necessary to salute. If an officer stops to speak to you, sit at attention until the completion of the conversation.

When you are riding in a public conveyance (streetcar, bus, etc.) and an officer is present, do not salute.

If you are riding in an automobile and you see an officer passing, salute. This is not required if you are driving.

Do not salute at indoor public functions. Follow civilian courtesy here. If the officer extends his hand in greeting, shake hands. Otherwise a pleasant nod will suffice.

Remember

The salute must never be casual. Never salute with a cigarette in your mouth or in your right hand, and never salute with your left hand in your pocket. Be proud of your salute!

FORMS OF ADDRESS

In civilian life society dictates forms of address. Titles such as "Doctor," "The Honorable," "Sir," "Madam," and "Miss" all signify respect. In military life there are similar forms.

Commissioned officers are addressed by rank and last name, for example, "Good morning, Captain Smith." All general officers (general, lieutenant general, major general, brigadier general) are addressed as "General." Colonels and lieutenant colonels are addressed as "Colonel," and first and second lieutenants as "Lieutenant." WAC officers may also be addressed as "Ma'am" and male officers as "Sir."

Warrant officers, who rank between commissioned and noncommissioned officers, rate a salute and are addressed as "Mister" or "Miss."

Chaplains are called "Chaplain." Nurses are addressed as "Nurse."

Noncommissioned officers, including technicians, are also addressed according to rank. Master, first, technical, staff, and buck sergeants, and technicians,

third and fourth grade, are all addressed as "Sergeant." Corporals and technicians, fifth grade, are addressed as "Corporal." Privates and privates, first class, are addressed as "Private."

In the Army, rank is important because it denotes the authority vested in the individual. You will demonstrate your understanding of military customs and courtesies by using the proper forms.

THE BASIS OF BASIC TRAINING

Within a few days after your call to active duty you will begin a 6-week program of basic military training. Every soldier in the Army, male or female, AGF, ASF, or AAF, gets this training. It makes a soldier of the civilian; it lays the groundwork for all future training.

The word "basic" is aptly used. The things taught in basic training are primary and fundamental. They are designed to pattern your thinking and habits so that you can be assumed to know certain military essentials. Many things you are going to do in the Army are done also by every other person; many things you will do over and over again. You must learn these things so well that you will react auto-

matically in given situations, as your foot reaches automatically for the brake pedal when you are driving a car and you see a red light. Your responses to commands and orders must be quick and sure.

Basic training conditions your body as well as your mind. It prepares you to withstand the rigors of military life. Since it is a gradual process, it will place no undue strain on you, and it will prepare you not to be unduly strained by later work or training.

In the sense that it fits you into your environment, basic training is also the cornerstone of morale. When you've finished this training you'll know what you're about; you'll know what's going on around you. You'll have a foundation for personal success in the Army.

Basic training is going to be a tough time in your life. Later you will have more free time, more personal freedom, more responsibility and opportunity for individual activities, but you will be able to appreciate these things more fully and to use them more intelligently because you will have "been through basic."

YOUR DAY IN BASIC

Let's see what a day in basic training holds in store for you.

Your day will begin at about 0600 hours (the time varies slightly in different seasons of the year). You will be awakened by "First Call" or by the hubbub which it will occasion among your barracksmates. You will have to jump out of bed, dress, and perform your toilet in a hurry. At about 0630 your unit will fall out for reveille, the first formation of the day,

whose purpose is to count noses. In the next hour and a half you will have breakfast, make your bed, take care of your personal effects, and perform any squad duties assigned to you for the day in preparing the barracks for inspection.

There will be a formation for marching to class shortly before 0800 so that you will arrive on the hour. For the next 4 hours and for the 4 hours from 1300 to 1700 you will hear lectures, see training films, drill, do calisthenics, etc. The hour from 1200 to 1300 is free time for dinner. At least once during the morning and again during the afternoon you will be given "breaks" of about 10 or 15 minutes each. A "break" is a little respite when you can go to the latrine, get a drink of water, or just flop down and relax. You will come to know it as the shortest measurable amount of time!

The lectures and films will be devoted to a very broad variety of subjects. They include indoctrination, regulations regarding the uniform and its care, interior guard duty, map reading, defense against chemical (gas) attack, the safeguarding of military information, military sanitation, hygiene, first aid, company administration, Army organization, drill, aircraft identification, etc. Indoctrination includes community relations, military customs and courtesies, the Articles of War and WAC regulations, and the Army Orientation Course, which discusses current history and helps one to know our allies, to know our enemies, and to know why we are fighting.

A certain amount of time in the schedule is known as "commandant's time." This is used for tests, for inoculation "shots," for lectures by the Red Cross representative and the chaplain, and for inspections.

On certain days you will have to miss your classes to perform special duties, such as KP. These classes will be "made up," so that you will not be handicapped in your training.

At 1700 on each weekday you will participate in the retreat ceremony, when the flag is lowered for the day. This is a truly impressive ritual, one you will come to respect as every soldier does.

After retreat your time is usually your own. While you may find that you are going to bed somewhat earlier than you did as a civilian, you will have a long evening of free time nevertheless. "Lights Out" is at 2130, and you are required to be in bed for bed-check at 2300. The day room and service club usually close at 2200.

On Saturdays the routine is interrupted for an inspection in the morning, and to prepare for this you will have to be in your barracks most of each Friday evening to put your effects and living area in order. On Sunday you will normally have no duties unless it is your turn on the roster to act as KP, charge of quarters (CQ), barracks police (BP), or guard.

This is a very full schedule. You will have to give your full effort and attention to your work almost every day. Don't plan for your parents or other guests to visit you until you have become accustomed to the tough grind of basic, and preferably not until your basic has been finished. Don't overtax yourself by engaging in too many social activities while you are

becoming adapted to the new routine of eating, working, and resting.

Tough as it is, basic is worth any extra effort you put into it. Everything you learn at this point will be useful to you later, and everything you fail to learn well in this program can cause you trouble later. There is no waste in basic instruction—you must know all of it.

"THE SCHOOL OF THE SOLDIER" MEANS DRILL!

Basic soldiers drill. They march and face and pivot and halt. Then they do it all over again.

In drill you will invest many hours of time, many calories of energy, many layers of shoe leather. You will blush at your first awkwardness and you will beam at your later proficiency. Personal pride in smart drill is so universal a reaction that no matter how deadly the drilling may seem at first, you are certain to enjoy excelling in it later.

Why, you may ask, does the Army put so much stress on drill? Important as it may be to male soldiers, why should Wacs have to go through so much of it?

Not just because "this is the Army." The reason is that drill instills precision, teaches teamwork. As a squad, platoon, company, battalion, or regiment, the

unit and all its members must work together as one. Drill is the easily visible expression of authority channeled down through the elements, obeyed by all in unison. Drill is the obvious form of shoulder-to-shoulder cooperation.

Drill in the Army is known as the school of the soldier. Since you will drill on foot and will not carry weapons, the full name for the drill you will engage in is school of the soldier, without arms (dismounted). In this booklet, which is only your introduction to the Army, the information on drill is limited to the positions, steps, facings, and marches which you must know to join a formation on your first day of duty and to complete your basic training. Later you may consult FM 22–5, *"Infantry Drill Regulations"* (often called "The IDR") for more information.

THE NATURE OF COMMANDS

Almost all commands are in two parts. The first part is known as the "preparatory command" and the second as the "command of execution." The first is given to forewarn you; the second is the signal to perform as ordered. For example, the command, "Right face," is given as 1. RIGHT 2. FACE. At the command "Right" *do not make any move*; merely get set for the command, "FACE," which follows. Avoid "anticipating the command." By waiting for the command of execution, you contribute to the precision of movement of your whole group.

ACTIONS ARE IN CADENCE

Good soldiers have a characteristic manner of walking. Part of this is due to the rate at which they walk.

This rate, known as "cadence" is normally 120 steps per minute, or 2 per second. This is the cadence of "quick time." *Normally all steps and facings are executed in "quick time."* The cadence of "double time" is 180 steps per minute, or 3 per second.

SOME COMMANDS ARE "BY THE NUMBERS"

When you are learning to drill, your instructor may want you to make each movement separately, and at his command. To accomplish this he will give commands "by the numbers." For example, he will say, "By the numbers, *right,* FACE." The command of execution is equivalent to the count of "one." At the command of execution, *make the first move only* and *hold that position.* For the second movement the command "two" will be given and you then complete the facing.

UNDERSTAND THE ORDERS

The first time you join a military formation you will hear terms which you must understand:

A "rank" is a line of soldiers standing side by side.

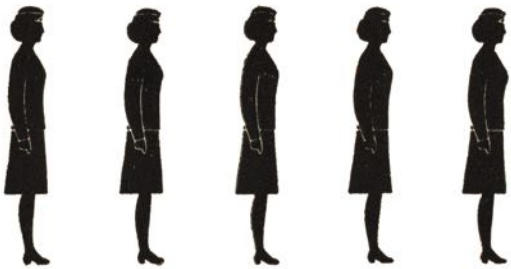
A "file" is a line of soldiers standing one behind another.

"Distance" is the space between soldiers or groups, measured from front to rear.

"Interval" is the space between soldiers or groups, measured laterally; for example, the normal interval between soldiers in a rank is an arm's length.

RANK

FILE



INTERVAL

DISTANCE

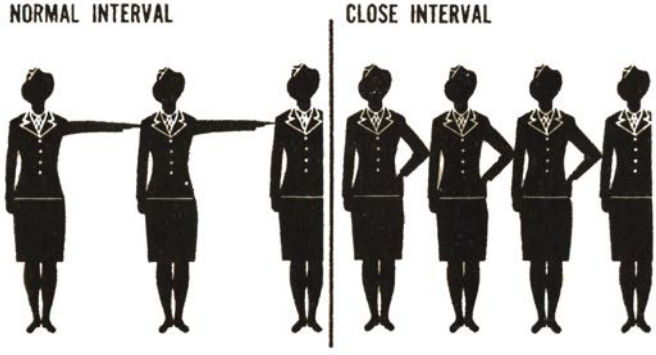
To "dress" means to bring yourself in line with the others in your rank. Normally, dress is to the right; that is, you line up with the person on your right.

To "cover" or "cover down" means to bring yourself in line in file; that is, to place yourself directly behind the person ahead of you.

YOU JOIN A FORMATION

At the command "Fall in," you and the others of your unit form yourselves in two, three, or four ranks (as directed) with the tallest to the right. This is a *formation in line.* On falling in, each person except the one at the extreme left of each rank extends her left arm at shoulder height, with the palm of her hand down, fingers extended and joined. Each one, except the one at the right of each rank, turns her head to the right so that she can see to place herself in alignment. Each one's shoulder lightly touches the extended fingers of the woman to her right. As soon as proper intervals have been established, each one drops her arm smartly to her side, turns her head to the front, and automatically assumes the position of attention.

The person in charge of the group may give the order, "1. AT CLOSE INTERVAL, 2. FALL IN." This command is executed in the same manner as already described, except that to establish close intervals (4 inches), each one places her left hand on her hip, the heel of her hand resting on her hip, fingers and thumb joined and pointing down, elbow in the plane of the body.



ASSUME THE POSITION OF ATTENTION

You will be expected to memorize the description of "The Position of the Soldier," or "Attention."

Heels together on the same line.

Feet turned out equally, forming an angle of 45°.

Knees straight without stiffness.

Hips level and drawn back slightly.

Body erect and resting equally on hips.

Chest lifted and arched.

Shoulders square, and falling equally.

Arms hanging straight without stiffness.

Thumbs placed along seams of skirts.

Backs of hands turned out (not front).

Fingers held naturally.

Head erect and squarely to the front.

Chin drawn in so that axis of head and neck is vertical.

Eyes straight to the front.

Weight resting equally on the heels and balls of the feet.

In assuming the position, the heels are brought together smartly and audibly.

POSITIONS OF REST

Ordinarily you will not be held at attention for long periods. There are four other positions, known as the "rests." These are "fall out," "rest," "parade rest," and "at ease."

At the command "Fall out" you are permitted to leave the ranks but are required to remain in the immediate vicinity. Resume your former position at the command "Fall in."

At the command "Rest," you may move as long as you keep one foot in place, and you are permitted to talk.

The command 1. PARADE 2. REST is given when you are at attention. At the command, move your left foot smartly 12 inches to the left, keeping both legs straight so that your weight rests equally on them. At the same time, clasp your hands behind your back, palms to the rear, with the thumb and fingers of the right hand clasping your left thumb lightly. This command is ordinarily used for ceremonies, such as retreat. Preserve silence; do not move.

At the command "At ease" you may move about as long as your right foot remains in place. You are *not* permitted to talk as you are at "rest." This command is frequently given when the formation is to receive instructions.

RIGHT FACE

ONE

FACINGS AT A HALT

Your formation will usually be faced to the side before it moves. Normally, the formation will face to

ABOUT FACE

ONE

TWO

the right, so that the taller ones who were at the right of each rank become the head of the column.

At the command, 1. RIGHT 2. FACE, raise your left heel and right toe at the same time, and turn by pivoting on your right heel, assisted by pressure on the ball of your left foot. At the next count, in the cadence of quick time, bring your left foot in line alongside your right. The facing is completed in two counts.

The command, 1. LEFT 2. FACE, is executed similarly on the left heel and the ball of the right foot.

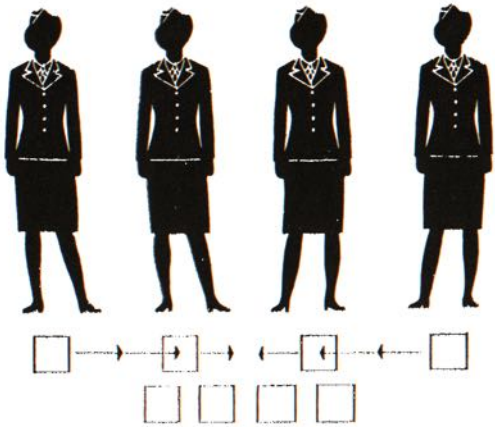
To face the formation to the rear at a halt, the command will be given, 1. ABOUT 2. FACE. At the command of execution, move your right toe approximately 6 inches to the rear of, and slightly to the left of, your left heel. (The exact position of your right toe depends on the size of your feet.) This is done on the first count and without changing the position of the left foot. At this position you will have most of your weight on the heel of your left foot; your right leg will be straight, without stiffness. At the second count, face to the rear by turning to the right on your left heel and the ball of your right foot. If you have placed your right toe properly, the turn will bring your feet together so that your heels are even. Do not swing your arms as you turn. The facing is completed in two counts.

MARCH AT CLOSE INTERVAL

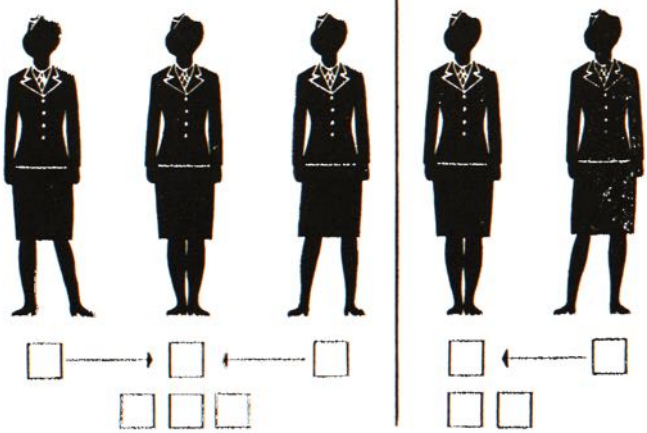
If your unit has faced to the side, you will be in a *formation in column* at *normal interval*. A formation in column usually marches at *close interval*. The command is, 1. CLOSE 2. MARCH. At the command of execution, given at a halt, if there are four files

CLOSE —— MARCH

FOUR FILES



THREE FILES



in the column, each of the two center files takes one side-step toward the center, and the two outer files takes three side-steps toward the center to attain 4-inch intervals. If there are three files, the center one stands fast while the others side-step toward the center. If there are but two files, the one behind the guide (normally the right file) stands fast and the other side-steps toward it. If the command is given while marching, the files take oblique steps in marching to reduce the interval. The command to resume normal intervals is 1. EXTEND 2. MARCH, whereupon the procedure is reversed.

MARCH SMARTLY!

The command to move the formation ahead is 1. FORWARD 2. MARCH. At the preparatory command, *do not lean forward.* You can start marching smoothly if you slightly shift your weight to your right leg at this command, but do not make the movement noticeable. At the command, MARCH, step off smartly with your left foot. Remember that *all steps and marchings from the halt begin with the left foot,* except 1. RIGHT STEP 2. MARCH. March at a cadence of 120 steps per minute, taking a 30-inch pace with each step. Swing your arms, without bending them at the elbows, 6 inches to the front of and 3 inches to the rear of the position where they naturally hang.

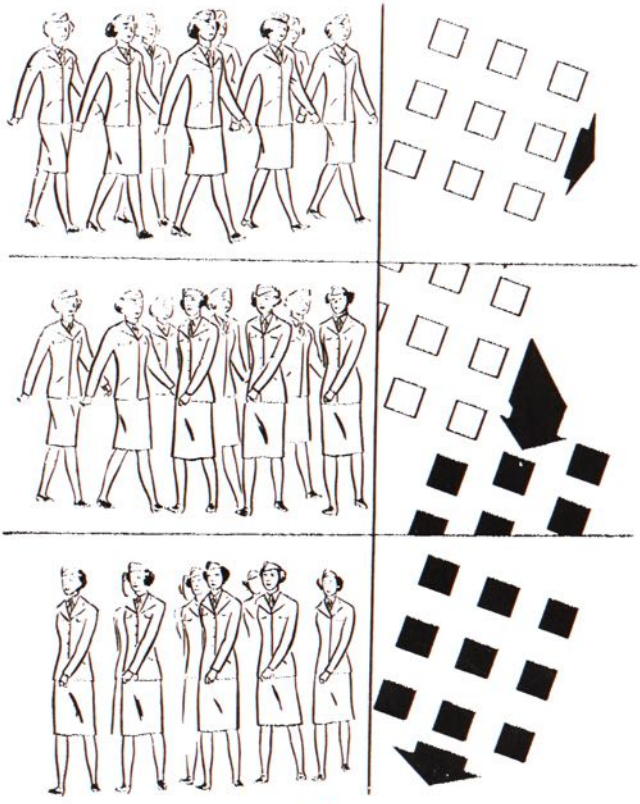
DOUBLE TIME IS FASTER MARCHING

"Double time" marching amounts to running in an orderly fashion. The command is, 1. DOUBLE TIME 2. MARCH. To resume quick time the command is, 1. QUICK TIME 2. MARCH.

THE FORMATION CHANGES DIRECTION

Your commander may have the formation turn as a column, so that each one turns as she reaches a prescribed point, or all may turn simultaneously.

At the command, for example, 1. COLUMN RIGHT 2. MARCH, given while marching so that the command of execution comes as the right foot strikes the ground, the first person in the right file advances one more step, pivots on the ball of her left foot, then steps



off in the new direction with her right foot. Her first step is 30 inches; then she takes 15-inch half-steps until the next ones in her rank, who have taken oblique turns around the point of her pivot, have caught up and aligned themselves with her. Then all of this rank resume full steps. The second person in the right file continues marching at the command of execution, but as she reaches the pivot point (on her third step after the command of execution) she executes the turn, takes a 30-inch step followed by half-steps until the others of her rank are aligned with her. Then that rank resumes full steps. The movement continues accordingly.

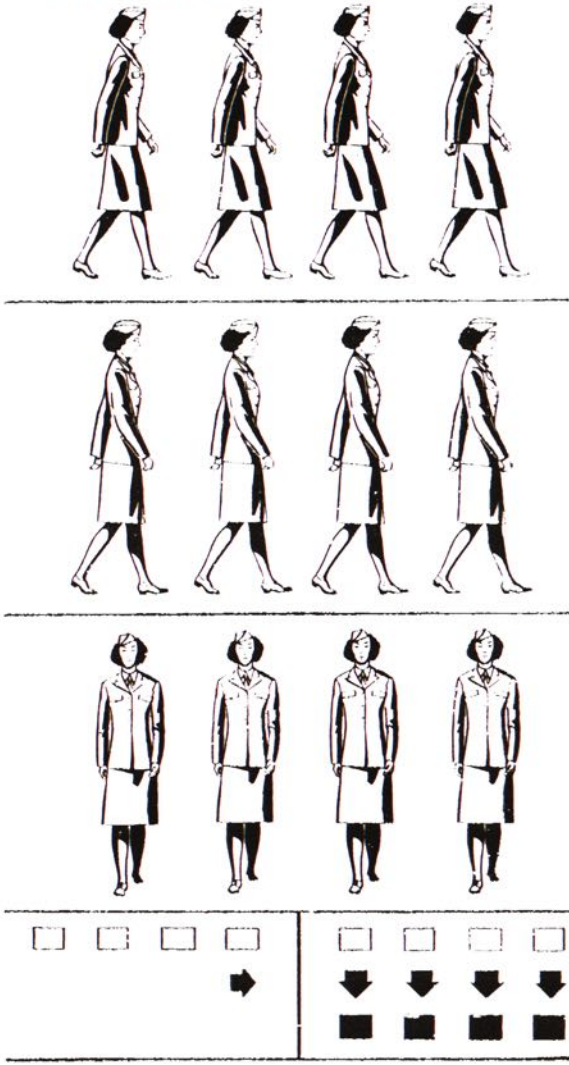
The command, 1. COLUMN LEFT 2. MARCH, is executed in the same manner except that each one on the left file makes the pivot on the ball of her right foot, while the other files oblique around the pivot point.

A column left command of execution is given as the left foot strikes the ground and a column right command of execution is given as the right foot strikes the ground.

When a column movement is executed from the halt, the movement is the same, except for the first rank. Whether the movement is to the right or left, the first pivot soldier swings in the new direction on the ball of her *right* foot, and steps off with her left foot, while the others of the first rank swing obliquely around her. Other ranks take the pivot normally as they reach it.

The flank movements differ from column movements in that every one executes the command simultaneously. For example, at the command, 1. BY THE

BY THE RIGHT FLANK - MARCH



RIGHT FLANK 2. MARCH, given as the right foot strikes the ground, each one does what the first pivot soldier would do in a column movement. That is, she takes one more step, pivots on the ball of her left foot and steps off with a full step on her right foot. No half-steps are taken in flank movements.

The command, 1. BY THE LEFT FLANK 2. MARCH, given as the left foot strikes the ground, is executed by taking one more step, pivoting on the ball of the right foot, and stepping off with the left foot. Avoid swinging your arms excessively, or buckling at your knees as you turn. Stand erect and make the pivots squarely.

Like the flank movements, the command, 1. To THE REAR 2. MARCH, is executed by all at the same time. The command of execution is given as the right foot strikes the ground. Each one takes one more step, pivots to the right on the balls of *both* feet at the second count and then immediately steps off with her left foot.

MARCHES NOT AT ATTENTION

If it is necessary for you to march for a considerable distance, you may be given relief from the position of attention.

At the command, 1. AT EASE 2. MARCH, you may break cadence—that is, get out of step with the others—and carry yourself in a less rigid posture than the position of attention. You are, however, required to maintain silence.

At the command, 1. ROUTE STEP 2. MARCH, you may break cadence, ease your posture *and* talk or sing.

At the command, 1. PLATOON (or other unit) 2. ATTENTION, resume the march at attention.

YOUR FORMATION HALTS

At the command, 1. PLATOON (or other unit) 2. HALT, given as either foot strikes the ground, take one more step and on the second count bring your feet together.

THE GROUP "DRESSES"

Having halted and faced left to bring the group to its original formation, you may be given the command, 1. DRESS RIGHT 2. DRESS. At this command, raise your left arm at shoulder level, with palm down and fingers extended and joined; turn your head to

the right and bring yourself into dress with the person to your right. Hold this position until given the command, 1. READY 2. FRONT. Then resume the position of attention. Do not slap your left arm at your side as you bring it down.

If your unit is out of position, it may be given steps to the side or rear. At the command, for example, 1. RIGHT STEP 2. MARCH, move your right foot 12 inches to the side, and at the next count, bring your feet together. Repeat this two-count step until given the command, 1. PLATOON (or other unit) 2. HALT. This is the only step which begins on the right foot.

At the command, 1. LEFT STEP 2. MARCH, move your left foot 12 inches to the side and continue the procedure as in right-step march.

At the command, 1. BACKWARD 2. MARCH, take steps of 15 inches each directly to the rear. The halt may be given as either foot strikes the ground, and the halt is executed in two counts.

THE FORMATION CLOSES

Having completed its march or function, your formation will be terminated by the command, "Dismissed."

YOUR UNIFORM IS A SYMBOL

Your uniform symbolizes the Army of the United States and its traditions. It is the emblem of your

service to your country. Wearing your uniform is an honor to the extent that you bring honor to that uniform. It is your obligation to maintain the smartness and gallantry which have been attached to it by tradition.

UNIFORM REGULATIONS

There may be slight differences in ways the uniform is worn on different posts. These are called "Post Uniform Regulations," and are usually posted on the company bulletin board. However, there are certain basic rules that hold everywhere. In AR 600–37 WAC uniform regulations are prescribed. The uniform must be clean, well pressed, and your insignia placed according to regulations.

General rules to observe in all situations are—

Do not make any alterations which change the style of the uniform.

Do not "mix uniforms" by wearing fatigue hats or shoes with dress uniforms.

Do not decorate the uniform with civilian accessories. Wear only the authorized insignia and ribbons.

The only jewelry which may be worn with the uniform is a wrist watch, wedding band, engagement ring or signet ring, the necklace which holds your identification tags (considered a part of your uniform), and an identification bracelet. No ornamental necklaces or bracelets and no earrings may be worn.

Does an umbrella look foolish with a uniform? Right! Raincoats and overshoes serve the purpose and are more military.

Outdoors, your hat must be worn at all times; indoors, on or off as you prefer.

On duty, your company commander will direct whether you are to wear your utility bag. When the bag is worn, the strap rests on the right shoulder, crossing the body diagonally to the left.

Keep all buttons buttoned, except that when ties are not required, the collar of the shirt may be left unbuttoned.

Hose are never worn wrong side out.

Uniform pockets are not designed to keep your hands warm. Wear gloves for that. Keep your hands out of your pockets at all times. And don't stuff your pockets too full—it makes them bulgy and shapeless.

Fitting

During your first week in the Army you go through a routine known as "processing." As part of this, you are issued your initial supply of uniforms and equipment. Arrangements are made for careful and personal fitting of all garments. Alterations are made rapidly and at no cost to you. The object is to turn you out looking every inch a soldier.

Marking

You are responsible for all clothing and equipment issued to you, so you will want to mark it for identification and for protection against loss, since your things and those belonging to others all look pretty much alike. Early in your basic training you will be shown where each item should be marked. *Do not mark anything* until you have had this instruction, because there are specific places for marks on each item.

CARE OF CLOTHING

Keep garments neatly on hangers or folded in your barracks bag or foot locker when they are not in use. Don't let dust accumulate on your clothing. Do not put clothing in barracks bags or foot lockers when it is damp, because dampness in places where air cannot circulate causes mildew. Remove grease spots before they become imbedded in the fabric.

Insignia and buttons having a gold finish may be cleaned with ammonia and water or with prepared solutions or treated cloths which you can buy at the PX. Don't use abrasives (sand, steel wool, etc.); they will remove the gold finish.

Conservation of clothing

One way to conserve clothing is to keep your things mended. You should darn your hose and mend any tears in your clothing before they are washed, cleaned, or pressed as holes become larger and more difficult to mend after clothing is laundered.

Laundry

There will be a quartermaster laundry on your post, and a deduction will be made from your pay each month if you use this service. Most people find it practical and economical to do so.

In order to have frequent changes of clothing, however, you may want to wash some of your things yourself. If you do, treat them carefully. Do not use soaps containing lye on clothes whose color you want to keep. "GI" soap, for example, will cause shirts and skirts to fade. Drying clothing in the hot sun will also cause fading and bleaching. It is always a good plan to starch the collars, cuffs, and fronts of your

shirts. It gives them "body" and gives you a trim appearance.

Care of woolens

Hot water will cause woolens to shrink. Stretch them back to size before drying.

Brush your winter clothing with a stiff brush to keep it neat looking and to preserve the material. Remove all stains and grease spots with a safe cleaning fluid. When pressing, use a damp cloth.

Shoes need special care

When your shoes are issued to you, your feet are measured scientifically to insure a correct fit. If you think that there is any doubt that you have been issued the proper size, see your supply sergeant. Make *sure* they fit. Ill-fitting shoes can affect your whole outlook on life. Don't worry about the size, only the fit. In the case of field shoes, try them on first with both cotton and woolen hose.

GI shoes are made of the finest leather and your care will preserve their appearance. To clean them, first remove all dirt or mud. Clean them with a sponge or soft cloth and a heavy lather of castille or saddle soap. Do not use too much or too hot water. Wipe off the soap with a damp cloth or sponge. This washing keeps the polish from clogging the pores of the leather. Never dry your shoes on a hot radiator, as this will cause them to shrink, become stiff, and crack. After they have dried, rub the shoes with a clean cloth and shine with a good polish. Use saddle soap also on your leather bag and gloves.

The Army maintains a shoe repair service, at no cost to you. At the first sign of wear, when heels are

run down, tips worn, or soles grown thin, take them to your supply officer for repair. Do this immediately! Don't wait, or it will be too late and they cannot be repaired.

CARE OF THE GAS MASK

Your gas mask is one of your most valuable pieces of equipment. It is of vital importance to you and may one day save your life. Always keep it available for use in emergencies.

The gas mask consists essentially of a facepiece, a can (canister) containing a filter, and a hose connecting them. The facepiece is made of rubber or a similar material and is held to your face by means of an elastic head harness. These materials may be easily damaged if the facepiece is not properly placed in the carrier. If it is distorted, a crease might be formed which would prevent a positive seal between the facepiece and your face. The elastic straps may also become damaged by excessive stretching. Guard your gas mask canister from excess moisture. Never use your gas mask as a seat or a pillow. Although it is pretty strong and rugged, it will not stand abuse. With the exceptions of protective ointment and the protective cover, which may be kept in the carrier when directed, never put extra articles in the carrier.

"SALVAGE" IS REPLACEMENT PROCEDURE

When articles of clothing or equipment are worn out or become unusable through fair wear and tear, they are replaced at no cost to you. This is the procedure of "salvage." You surrender the worn item, and a

new or usable replacement is issued to you for it. "Salvage days" for your unit will be announced on your bulletin board.

If you lose or damage any items through carelessness or neglect, you will have to pay for them. A statement of charges will be drawn up. If it is correct, you can sign it and a deduction will be made from your pay. If you feel that there is any error, an investigation will be made. This procedure is prescribed in AR 35–6640.

YOU CAN IDENTIFY EVERY SOLDIER

The uniform tells a story to those who know its meaning. You can tell what rank a soldier has, where he has been, with what outfit, and the length of service in the Army. It is interesting to be able to recognize these facts.

Ranks and ratings

There are three types of officers—commissioned officers, warrant officers, and noncommissioned officers.

Commissioned officers are those from full general down to second lieutenant, who have been commissioned by the President, acting as Commander-in-Chief of the Army. Male officers are addressed as "Sir," Wac officers as "Ma'am."

Warrant officers, senior and junior grade, hold warrants of their rank issued by the Secretary of War. They rank between commissioned officers and noncommissioned officers. They rate salutes. Male warrant officers are addressed as "Mister," and Wac warrant officers as "Miss."

Noncommissioned officers, from master sergeants to corporals, are appointed by their superiors when they

INSIGNIA OF GRADE, U. S. ARMY

COMMISSIONED OFFICERS

GENERAL OF THE ARMY | GENERAL | LIEUTENANT GENERAL | MAJOR GENERAL | BRIGADIER GENERAL

COLONEL | LT. COLONEL (Silver) | MAJOR (Gold) | CAPTAIN

FIRST LIEUTENANT (Silver) | SECOND LIEUTENANT (Gold) | CHIEF WARRANT OFFICER | WARRANT OFFICER JR. GRADE

NONCOMMISSIONED OFFICERS

MASTER SERGEANT | FIRST SERGEANT | TECHNICAL SERGEANT | STAFF SERGEANT | TECHNICIAN 3D GRADE

SERGEANT | TECHNICIAN 4TH GRADE | CORPORAL | TECHNICIAN 5TH GRADE | PRIVATE FIRST CLASS

have proved themselves worthy. They do not rate salutes.

Privates, first class, are not considered noncommissioned officers, although promotions to this rank are awarded as in the cases of the latter.

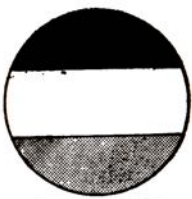
Branch identifications

Each branch of the Army has certain things of which it is particularly proud. Those who serve together in any branch usually have a good deal in common. They like to be able to recognize each other. For this reason the uniform includes distinctive marks for each branch. These are of two types; colored hat braids and metal collar insignia.

These are the identifying colors of the various arms, services, bureaus, etc.:

Adjutant General's Department:	Dark blue piped with scarlet.
Air Corps:	Ultramarine blue piped with golden orange.
Armored units:	Green piped with white.
Cavalry:	Yellow.
Chaplains:	Black.
Chemical Warfare Service:	Cobalt blue piped with golden yellow.
Coast Artillery:	Scarlet.
Corps of Engineers:	Scarlet piped with white.
Field Artillery:	Scarlet.
Finance Department:	Silver grey piped with golden yellow.
Infantry:	Light blue.
Inspector General's Department:	Dark blue piped with light blue.
Judge Advocate General's Department:	Dark blue piped with white.

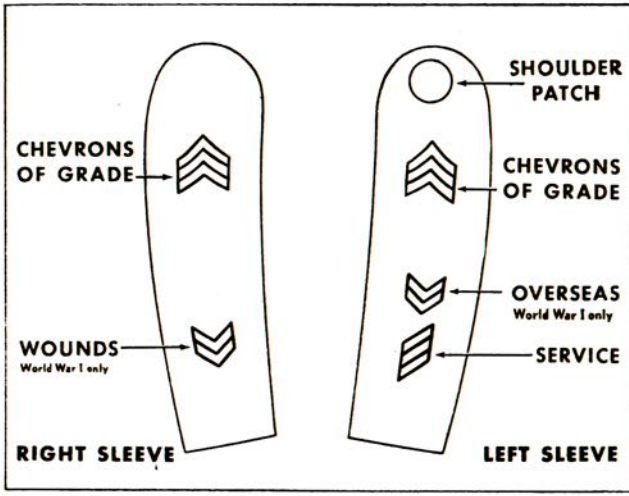
Medical Department:	Maroon piped with white.
Military Intelligence Reserve:	Golden yellow piped with purple.
Military Police:	Yellow piped with green.
National Guard Bureau:	Dark blue.
Ordnance Department:	Crimson piped with yellow.
Permanent professors of U. S. Military Academy:	Scarlet piped with silver gray.
Quartermaster Corps:	Buff.
Signal Corps:	Orange piped with white.
Specialist Reserve:	Brown piped with golden yellow.
Tank Destroyer units:	Golden orange and black.
Transportation Corps:	Brick red with golden yellow.
Warrant officers:	Brown.
Women's Army Corps:	Old gold piped with moss-tone green.



ARMY GROUND FORCES

ARMY AIR FORCES

ARMY SERVICE FORCES



In addition to these devices, which serve as broad identification of the assignment of each individual, each soldier wears a shoulder sleeve insignia, or "shoulder patch," which identifies the command or unit to which he is attached.

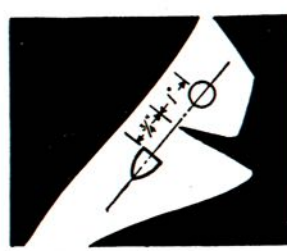
Many smaller units also have their own identifying marks. These are known as "pins" and are worn on the blouse lapels by enlisted personnel and on the shoulders by commissioned officers.

Service identification

Distinctive chevrons commonly known as "hash marks" are worn for each 3 years of service in the Army; others are worn for oversea service or for wounds received in World War I.

Medals and ribbons

When a soldier serves with special distinction or honor, the Army awards a medal. Ribbons are issued



to represent the medals, and the ribbons are customarily worn on the blouse. The Oak-Leaf Cluster and Clasps are worn with other decorations, not alone.

These decorations, in order of precedence, are—

The Medal of Honor
The Distinguished-Service Cross
The Distinguished-Service Medal
The Legion of Merit
The Silver Star
The Distinguished-Flying Cross
The Soldier's Medal
The Bronze Star Medal
The Air Medal
The Purple Heart
The Medal for Merit
The Oak-Leaf Cluster
The Good Conduct Medal and Clasps

Campaign service ribbons are awarded for service in the various theaters of operations. These are not decorations, but are issued in token of service.

The WAAC Service Medal is represented by the green ribbon which you will see many Wacs wearing. It denotes service in the Women's Army Auxiliary Corps before they enlisted in the Women's Army Corps.

Badges

Badges of various kinds are issued for excellence in various military fields. For instance, there are gunnery badges—expert gunner, sharpshooter (first class gunner), and marksman (second class gunner). There are badges for expert infantrymen and combat infantrymen, and others for men of the paratroops and AAF who excel in their fields.

UNAUTHORIZED DECORATIONS

There are severe penalties for the wearing of any unauthorized decorations or ribbons. Don't be guilty of this particularly unethical practice. The persons who have been awarded or issued decorations and ribbons have worked hard, sometimes risked their lives "above and beyond the call of duty" to earn them. Don't cheapen their awards by wearing them when you have not earned them yourself. When you have earned your own decorations, you will want them reserved for yourself and those who have served with you, and in the meantime you owe the same consideration to those who have served before you.

THERE'S WORK TO BE DONE

A well-ordered house does not get that way by itself. Back of its neatness and cleanliness lies someone's labor. If the work is disposed of constantly and thoroughly, it is not difficult.

In the Army the same thing applies. So many people living so closely together in so large a group make the job of housekeeping an extensive business. After all, what kind of an Army would it be if soldiers were permitted to throw their clothing in heaps, burn lights at all hours, sleep until noon? Conformity and discipline are necessary for efficient operations, for comfortable, compatible living.

EVERYONE SHARES IN THE WORK

Army housekeeping is a small task for each one, because the work is shared by all. Duties are fairly distributed by means of rosters, which are the responsibility of the first sergeant. There are guard rosters, and rosters for kitchen police (KP), latrine orderlies and charge of quarters (CQ). Names are rotated so that every one who is eligible for certain details, in accordance with his rank, is placed on detail only in proper turn. Privates usually walk guard, serve as kitchen police and latrine orderlies and, at some posts, they serve as charge of quarters. Noncommissioned officers, doing their share, are detailed as corporals or sergeants of the guard, charge of quarters and sometimes KP's. Commissioned officers are assigned to duty as officers of the day, staff duty officers, etc.

By cooperating, pitching in and doing with enthusiasm your share of the day's task, you contribute to the well-being of all.

YOUR AREA IS YOUR OWN RESPONSIBILITY

You will be held accountable for the appearance of your own living area. Your bed will need to be made according to regulations, your foot and wall lockers kept orderly, your floor swept and scrubbed, and all kept free from dust. Each morning an officer inspects the barracks. Should you be lax in your duties, you will find your name on the "gig" sheet posted on the bulletin board. This will bring extra duties for you as a reminder to do better next time.

If your neighbor is ill, or away on furlough or pass, you owe it to yourself and to the unit to see that her area is also taken care of. Lending a hand is good policy in all domestic chores. You never know when you will need this help yourself!

SQUAD RESPONSIBILITY

Not only are you responsible for your own area, but you also share in the responsibilities of the squad. The general duties of the barracks, such as taking care of the halls and stairways, the latrine, the day room, the orderly room, the laundry, and the outside areas are divided among the squads. All the members of each squad share in getting its work done. Thus the housekeeping is handled quickly, efficiently, and cooperatively.

FIRE CONTROL

This is serious and important. Most barracks are made of wood and would burn quickly. Observe where the extinguishers are placed and learn how to use them. Learn your fire-drill procedure. Never

smoke in bed. Above all, never go to sleep with a lighted cigarette in your hand.

INTERIOR GUARD

This is one of the most important duties the soldier is called upon to perform. Its purpose is to protect Government property, preserve order, enforce regulations, and maintain internal security. On some posts Wacs are part of the interior guard and function in WAC areas as a supplement to male and female MP's.

Composition of the guard

The size of the guard, the areas it is to tour, and its special orders are determined by the commanding officer of your camp or post. He also prescribes the uniform, equipment, and tours of duty. The guard itself is under the supervision of the officer of the day. You will serve first as a private of the guard.

A tour of duty lasts 24 hours. At the end of the tour a new guard relieves the old. Each guard is divided into shifts called "reliefs." A relief consists of a corporal and enough sentinels to man all posts of the guard at one time (in the WAC there are two sentinels for every post). Each relief works for a period of time and then rests while the other reliefs take over.

While you are on guard duty but not on post, do not leave the immediate vicinity of the guardhouse without permission of the sergeant of the guard. An emergency might arise which would require your presence at once.

When you are posted as a sentinel, you represent your commanding officer. The enforcement of mili-

tary law and order and the security of persons and property rest upon you. Your responsibility is a grave one. That is why sleeping on post or other improper acts by a sentinel are considered serious enough to warrant actions by courts-martial.

Before you report for guard duty, your uniform and equipment must be in first-class condition. Clean up and shine up before you go.

Remember your guard orders

There are two types of guard orders: general and special.

General orders apply to all sentinels everywhere in the Army. Following are the general orders which you and every other soldier are required to memorize:

#1. To take charge of this post and all Government property in view.
2. To walk my post in a military manner, keeping always on the alert and observing everything that takes place within sight or hearing.
3. To report all violations of orders I am instructed to enforce.
4. To repeat all calls from posts more distant from the guardhouse than my own.
5. To quit my post only when properly relieved.
6. To receive, obey, and pass on to the sentinel who relieves me all orders from the commanding officer, officer of the day, and officers and noncommissioned officers of the guard only.
7. To talk to no one except in line of duty.
8. To give the alarm in case of fire or disorder.
9. To call the corporal of the guard in any case not covered by instructions.

10. To salute all officers and all colors and standards not cased.
11. To be especially watchful at night and, during the time for challenging, to challenge all persons on or near my post, and to allow no one to pass without proper authority.

Special orders

These orders apply to particular posts and duties. They are usually posted in the guardhouse. Memorize the special orders pertaining to the post to which you are assigned before you go on duty.

Before you are detailed for guard you will be instructed in procedure. You may familiarize yourself with this duty by reading FM 26-5.

"KP" IS A NECESSARY CHORE

There is no glamour to KP, which is Army jargon for kitchen police, but you'll admit it is a job that must be done.

Your company mess hall will be in charge of an officer and a mess sergeant. The actual preparation of meals is the duty of the cooks. Various jobs necessary for the operation of a smooth-running mess hall such as dishwashing, floor mopping, table setting, and food serving are delegated to KP's.

The way you approach the job helps determine whether it will be easy or difficult. It is not to be considered menial or humiliating. It is one of the regular duties to which everyone on the roster is detailed in turn.

"CQ" AND "BP"

Charge of quarters (CQ) and barracks police (BP) are sometimes combined as one duty. While on CQ

you are the direct representative of the company commander. You answer the telephone, record messages, take care of all barrack complaints, see that lights are out or exit lights on when they should be, check leaky faucets, take the bed-check at the appropriate time, etc. The BP assist the CQ.

FATIGUE DETAILS

These include cleaning windows, latrines, classrooms buildings, cutting grass, sweeping walks, "policing areas," and other similar jobs. All these are neces sary details and you will take your turn at them.

To "police the area" means seeing that it is clean, orderly and free from refuse, such as papers, matches, cigarette butts, etc. You'll come to understand the police-call directive: "If it moves, salute it—if it doesn't move, *pick it up*!"

EVERY ONE IS RESPONSIBLE

The responsibility for the cleanliness, orderliness, and sanitary condition of your Army home rests on each and every one; as far as you are concerned, that means that it rests upon *you*.

FOOD IS VITAL

In the Army the needs of the vigorously exercised body become matters of primary urgency and concern. A well-balanced diet is essential to sustained efficiency.

You can count on being provided with an abundance of nourishing foods. All meals are carefully planned to provide a diet with all the necessary vitamins, minerals, proteins, fats, and carbohydrates necessary to keep you in good physical condition.

If you eat a little of everything that is placed before you, you will not suffer from "hidden hunger." Don't take a finicky dislike to unfamiliar foods. You need stamina to see you through your job.

RATIONS VARY

In the Army, "*mess*" means a meal, or in broader terms, all meals.

"*Ration*" was originally defined as the money value of a person's food for 1 day. Today it has come to mean the allowance of actual food for one person for 1 day. When money is paid in lieu of rations it is spoken of as a "*ration allowance.*"

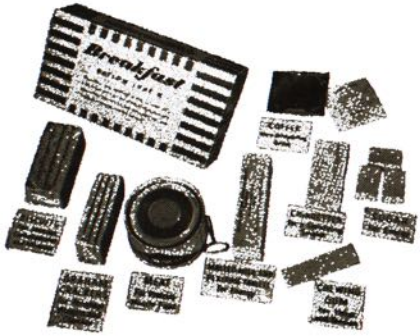
"*Garrison rations*" are the food issued to troops in camps and stations in peacetime.

"*Field Ration A*" is the wartime equivalent of the garrison ration. It includes perishable items such as fresh meats, fruits, and vegetables. It represents the healthiest, best-balanced three square meals possible. It is served in mess halls in the United States.

"*Field Ration B*" is the ration normally issued for troops overseas. In nutritive content it approximately equals Field Ration A, but does not include any foods which require refrigeration or which cannot be stored and shipped. Most of the foods are canned or dehydrated. When properly cooked, this ration provides palatable, filling, and nourishing meals.

U. S. ARMY FIELD RATION D
U. S. ARMY FIELD RATION D

U. S. ARMY FIELD RATION C
U. S. ARMY FIELD RATION C
MEAT &
VEGETABLE HASH


Breakfast

Supper

There are various other field rations intended for specific situations, and others are being introduced, tested, and considered. The ones you may hear mentioned frequently are the following:

"*Field Ration C*" is composed of canned foods issued to individuals when it is not practical for a unit to carry bulk supplies.

"*Field Ration D*" consists of very highly concentrated chocolate bars for use by individuals in emergencies.

"*Field Ration K*" consists of paraffin-coated boxes of foods for use by individuals in combat situations.

The Army also provides specialized rations for life boats, for stranded pilots and parachutists, etc. For a description of types of rations, see AR 30–2210.

EAT WHAT YOU TAKE

In these days of great need, it is criminal to waste food. Many civilians are getting along on less so that the Army may have a sufficiency. If you waste food, the people at home whose welfare is dear to you will have that much less. We not only feed ourselves; America also sends food to her Allies, to citizens of war-torn countries, the victims of war. The food we send is vital. Don't waste it. Help yourself to all you want, but be sure you eat all you take.

Don't get in the habit of eating many of your meals at the PX or service club, or at restaurants in town. In the first place, at every mealtime there is a meal waiting for you at your mess hall. If you don't show up to eat it, it goes to waste. The fact that everyone eats at a specified time makes it possible for foods to be served in mess halls freshly cooked. Furthermore,

practically no other eating places can maintain the standards of cleanliness and food quality which you enjoy in your mess hall, and finally, it's foolish to spend your money for anything which is available at no cost to you.

BE CONSIDERATE

An Army mess hall, like most things in the Army, is a cooperative enterprise. Be considerate of your sister soldiers who work there, especially the KP's. The cooks, too have a hard job cooking for so many people. WAC cooks take pride in their cooking. They try to provide palatable, well-cooked food. A little praise goes a long way with them.

In civilian life you were careful in your table manners, of course. Be as much so now. Keep your voice low while eating. Ask for things politely. Ask to be excused when you are ready to leave. If there is an officer at your table, ask her permission before leaving. Don't handle pets before eating, and be sure to wash your hands before and after eating.

CHECK YOUR ATTITUDE

Don't be satisfied with just being orderly and disciplined about a lot of exterior things like making your bed and wearing your uniform just so, and then stop there. Go deeper. There are other things that count in the making of a good soldier—loyalty to the unit, group pride, ambition for the group, a courtesy within you that makes of group living a pleasant and fruitful thing. You can get as much out of your Army life as you put into it.

CHAPTER V

The Personal Side

Let's not pull our punches. Through group living you can influence or be influenced for good or evil. You can broaden your outlook on and your understanding of life and people, or you close your mind to those around you and grasp too little of what is within your reach.

Don't expect that you will not be faced from time to time by quite common and very worrisome personal problems. Keep your wits about you and accept

guidance in many personal matters as you do in military ones.

On the other hand, much that is truly admirable lies before you. This life can be a good and satisfying thing. Loneliness and boredom can be avoided. The experience and backgrounds of types of people you may never have known before can teach you a lot. You can profit by seeing at very close quarters the things they do and the failures or successes which result.

It is now going to take more courage and determination for you to direct your life sensibly than it has taken before. You have been part of a family, part of a social group, part of a community. You were known, accepted, established. Now you are among strangers; at times in the future you will be among new sets of strangers. These people won't remain strangers, of course, and among them you can establish again your personality, position, and character. But right now you have only your own good sense to carry you through.

There's no point in preaching to you about the homely virtues. You are a mature woman; you understand what is right, proper, and practical. This chapter will tell you about the personal elements of your new living situation, and on them you can build sensible standards of conduct. You're not being cast adrift; there are many kinds of help and guidance which you may have, but the safest way for you to feel about it is that you're pretty much on your own. Take care of yourself!

ADJUST YOURSELF TO YOUR NEIGHBORS

Thrown suddenly into squad-room life, you may be quite shy and self-conscious. There's not much privacy to be sure! On the other hand, seeing those around you "with their hair down," literally and figuratively, you may consider yourself superior to them. Well, they see you that way too. Between these extremes, you may be simply discomfited by belonging to an all-female "family."

There is no point in making this a psychiatric clinic. If you are acting out of the way in any respect, the chances are that you are not conscious of it or wouldn't admit it to yourself anyway. Accordingly, let's sum up all the onward-and-upward advice in one thought. It is that until you have established yourself in a group, the best thing to do is to *avoid extreme conduct of any kind.* Don't shrink from the crowd; if you're not passed by as a wallflower, your shyness will be misinterpreted as conceit. Don't try to be too popular; the chances are that you'll be thought "pushy" or vulgar. Don't make close friendships too quickly; a clique will be resented. Do everything you can, particularly at first, to be just another member of the group. Quiet good manners and courteous consideration can make you no enemies and bring you no trouble.

So much for your own conduct. What about that of the others? Their personalities vary greatly, of

course. In general, just remember this: They are becoming adjusted to a new life, too. Many of them may seem strange, because until they know what to do with themselves, they actually may be more than a little artificial. Many of them may seem crude, because they may be ashamed of seeming not to have "been around." Many of them may seem simply impossible, but you can't expect to like everyone in any large group, and it's not wise to decide too quickly which ones you're not going to be able to get along with. Some of them may turn out to be a lot better than you've thought.

Put it this way: Don't expect too much of others, and don't offer too little of yourself. Before you know it, this group which seems so strange will be just people; you'll be getting along with them just about as well as you've gotten along with other people in the past.

UNDERSTAND "GI JOE"

He is the man you are going to see most often now. You'll be working with him, traveling with him, seeing him in the USO and service clubs. He'll be a big help to you in many ways. He'll also be a problem.

Some of the soldiers you meet won't like your being in the Army and won't hestitate to tell you so. They feel the Army is strictly a man's world—that Wacs are intruders. They may not always remember to be polite about the matter. Your problem will be to meet and overcome this attitude.

Don't argue; you'll gain nothing by it. The heat of debate only serves to magnify grievances. There is

only one way to cope with it: Use "defensive strategy."

Defensive strategy in this instance is keeping quiet. Go about your business as if nothing mattered but getting your job done. What some male soldiers fail to see is that you are closely united to them by similar experiences. They have not yet realized that values have changed, that women can no longer sit at home and be content, waiting. If you avoid argument, if you act in a dignified, quiet manner, if you go on about your business, you will earn their respect.

GI Joe will see that you and he stand on common ground, that men and women are facing this war together. After a while he will see the larger issue, recognize the achievements in which you take pride. Remember your "defensive strategy"!

WATCH YOUR HABITS!

You don't have to be told which habits are good ones and which will get you in trouble or make you unpopular. But just about everyone can use an occasional warning to stop and consider habits which may have developed unconsciously. How about yours?

Are you always careful of others' property?

Are your personal effects and equipment clean?

Do you keep your person clean and inoffensive to others?

Have your table manners survived in the mess hall?

During "quiet hours," do you keep quiet?

Do you do your share in cleaning up?

Are you something of a chronic "griper"?

Are you a good sport when things go badly?

You don't think about things like these every day. But right now and every now and then in the future take time out to evaluate your own conduct. In this quiz, the only acceptable score is 100!

Some other habits are not so easily recognized as bad. For instance, lending and borrowing can have many complications. You may be thought unsociable if you refuse to lend little things sometimes. But by and large you'll run less risk of losing friends if you don't lend anything of real value. On the other side of the picture, you can be an awful pest if you borrow constantly—or try to. It's particularly important never to borrow anything without permission. The owner will miss it, and if you forget to tell her that you've taken it, she'll be as distressed as if it had been stolen. In a barracks, where many things are always unlocked, everyone must be confident that her possessions are safe.

The spreading of rumors is a more vicious practice than it might seem, too. In the Army, everyone has many, many common interests. For that reason there are always rumors. But don't you circulate any which might give others cause for worry. When they're worried they won't be as easy to live with, they won't learn as much in their training, they won't work as hard at their jobs. They and you and the Army will all lose.

Perhaps the hardest bad habit to get rid of is personal intolerance. Some of those around you will do things you don't like or don't approve of. Perhaps some will be the kind of people you'd prefer to have nothing to do with in civilian life. In the long run things will work out better if you avoid showing your

reactions. In many of them you will find redeeming qualities; few people are *altogether* bad. Anyway, you will attract no retaliation if you don't snub them in public.

Finally, before you condemn those around you too quickly, be sure that you are not offending in the same way yourself. Living in close quarters gives you a chance to see others at their worst, and gives you little chance to hide your own shortcomings. After a session of drill, you have body odor too, you know. During your menstrual period you can be quite offensive unless you do something about yourself. If you don't have your clothes washed or cleaned often enough, or if you throw them around the place carelessly, they'll be a bother to everyone. All this sort of thing has been your private concern in the past, but now it's not private. When you observe others' faults, check yourself!

"GOLDBRICKING" IS A FINE ART

"Goldbricking" is the Army's word for shirking. A lot of people think there's something cute about it. There isn't. It's a dangerous practice. Amateurs would do well to avoid it. In the first place, if your shirking makes it necessary for those around you to work harder, they'll make you suffer for it; in the second, your immediate superiors, particularly the noncoms, know all the tricks.

GET AHEAD HONESTLY

You are probably anxious to get ahead. Be sure to do it honestly.

You will hear pretty quickly about "bucking." It implies all the things that can be done legitimately

to gain favorable attention. The Army encourages it, but your immediate companions probably won't. If you put extra effort into every little job, you will make it necessary for them to work harder. If you're determined to get a promotion, you might get it by bucking, because your superiors will be more likely to notice you. The spirit of competition which will result will probably make your whole unit better. Just don't go too far with it!

"Sharpshooting" is the process of trying to make others look bad so that you will seem better by comparison. A person who habitually volunteers to point out others' mistakes in classroom recitations, for example, is a sharpshooter; so is one who asks questions she hopes her instructor won't be able to answer. If you try to advance yourself at the expense of others, your officers are very likely to recognize what you are doing. Such tricks demoralize the unit and eventually everyone loses.

The best rule is to be yourself. If you're really good, it will be noticed. Don't be over-anxious!

HOMESICKNESS CAN BE CURED

If you are homesick, life can be very dark. You can't force yourself to avoid thinking about home. Trying to do that only makes it worse. But you can overcome homesickness indirectly.

The first really healthy thought that you can have about homesickness is to recognize it as a good thing to be rid of. It doesn't help those whom you have left; it isn't pleasant for those around you now. *It gets you nothing* unless you enjoy your own misery.

Acknowledge it as an illness and do something about it.

Doing something about homesickness is easy: You just *do* something. *Anything* you may do to occupy your time and thoughts automatically combats the loneliness and boredom which are the mental breeding grounds of the malady. Get to know people around you; take part in games; take an interest in drill or in recreational activities; you can enjoy arranging shows and parties, or in being a spectator or a guest; go to the movies and the USO shows; drop in at a service club dance—the boys will make their own introductions.

The battle is half won when you admit that homesickness can be cured. Look around you and you will see many people who have been away from home longer than you and who seem to be suffering from homesickness less than you are or not at all. Well, if you know that you are going to get over it in time,

as they have, why prolong the agony? Let your natural instinct to be happy assert itself. Open your thoughts to the bright influences of people and interests around you and your mind will sweep out its own cobwebs.

YOUR PERSONAL WELL-BEING

You are in a position to enjoy many benefits of group living, but at the same time you must depend more than ever before upon yourself. You may miss the personal care, affection, and sympathy of your parents, husband, or children. There is no substitute for them. Face the cold fact right now that you must be strong enough to survive without the mental cushioning and comfort you have had in the past.

ADVISORY SERVICES

You are not, however, completely alone. There are people who can give you comfort, advice, and counsel. These are some of them:

Your company commander or platoon leader is the person to see if you have a military or job problem. She will also usually try to help you with personal problems. If you feel that something must be done about a barracks situation, or that you should be transferred for any reason, see one of these officers.

Your chaplain is available at all times, and may be

contacted without the permission of any other authority. Moral, religious, and personal problems—anything that calls for sympathy and understanding—may be laid before him. A chaplain's long experience in matters of these kinds makes his advice very valuable, and you will find that most Army chaplains are not disposed to take too narrow a view of religion or morals. Your chaplain will respect any confidences you entrust to him.

The American Red Cross serves as a link with home. If you are anxious about any home problem which you cannot handle yourself, contact the field director at or near your camp and he will take care of it through the local office nearest your home.

The Army Emergency Relief is a Government agency established to help in personal financial emergencies of service people and their dependents. Fre-

quently it works with the Red Cross, and cases may be referred from one agency to the other. You may contact your A.E.R. officer through your unit commanding officer.

The United Service Organization provides many contributions to everyday comfort and enjoyment of living. Its facilities offer recreation, relaxation, and rest. At the USO club you can usually find a snack bar, library, writing rooms, classes, dances, and shows. Some provide shower rooms and sleeping quarters. Many have information and travel bureaus and provide free tickets to shows, etc. Don't hesitate to use "your service club in town."

The Travelers' Aid. In almost any railroad station you can find a Travelers' Aid booth. Do not hesitate to consult these people on any problem while traveling. If they cannot be of direct assistance, they will refer you to the proper agency.

Others also want to help you. Private citizens, especially those whose loved ones are in the service, want to be friendly and make things more pleasant for you. They know how limited are your time and money. Accept their friendship, but do not take it for granted nor violate their hospitality.

FOR YOUR LEISURE TIME AT CAMP

When the day's work is over, there are numerous facilities provided for your rest and relaxation.

The day room. In or near your barracks there is a recreation room, called the "day room." Here you can read, write, play games, be comfortable in easy chairs, perhaps obtain soft drinks. Lights stay on after "Lights Out" in your squad room.

The post exchange. The PX, as it is best known, is your local department store. It is set up to supply you with articles of necessity and convenience at the lowest possible prices. The purchases are not limited to strictly military needs; there are many personal and "luxury" items. It is run as a cash-and-carry store, and profits are returned to customers through unit funds which provide recreational equipment, etc.

Movies. If you were a movie fan in civilian life you can continue to be one in the Army. Post theaters usually show first-run motion pictures and the admission price is only 15 cents. You can save 20 percent by buying a book of 10 tickets for $1.20.

Service clubs. The best place to entertain your visitors, especially your male friends, who are not permitted in the barracks or day room, is the service club. A cafeteria, fountain, and recreational facilities are usually available. There is a hostess to help provide for your pleasure and comfort. If you like good music, most clubs have music rooms. You may find a library with good books, newspapers, and magazines.

PERSONAL HYGIENE

Keeping physically fit is now your duty. Physical fitness gives you zest and vigor. It leaves an excess of

energy after your work has been done for you to play and to get a lot of fun out of life.

As a soldier, you are going to receive the most careful group-health protection. But remember, this is *group* protection. Your personal health and welfare still depend to a considerable degree upon your own good care and good sense. The Army gives you periodic medical and dental examinations and necessary treatments, but if you have a sore throat or a toothache, *you must take the first step* in correcting it by reporting it. The Army provides showers and foot-baths in your latrine, but it has to depend upon you to wash behind your own ears and to protect yourself against athlete's foot. It provides sound advice and effective medical care to protect you against venereal disease, but it relies upon your own care and character to make them work.

In discussing personal hygiene there is always a question of how much has to be told—how much you can be assumed to know already. Perhaps you feel that you know all you need to know. Perhaps you do. But don't be too sure. Human beings are not naturally the spotlessly clean animals we like to think they are. You, as a matter of fact, probably had to be drilled and trained pretty painfully by your parents to form the personal habits which you take for granted today. How can you be positive that there aren't some they overlooked or you didn't really learn? As the advertisements have pointed out, there are many things even your best friends won't tell you. This booklet will—but you'll have to decide for yourself which ones really apply.

HEALTH PROTECTION

The Army protects your health in various ways:

Immunization

This is the first preventive measure used against disease. Immunization injections are better known as "shots." Don't let the word frighten you. Immunization is only a momentary discomfort. During processing, you will be vaccinated against smallpox and given injections against typhoid and tetanus. Before you go overseas, there will be other treatments.

Physicals

These are brief monthly check-overs to see that all is well with you. There's nothing fearsome nor difficult about them. They're just precautionary safeguards.

Sick call

This is a formation which is held every day. If you have been ill the day before, or wake up feeling below par, you can go on sick call on any morning. Thus you get medical attention quickly and conveniently. Report at the appointed hour to your first sergeant. She will place your name on the sick book. You will then be sent, along with others who have reported sick, to the dispensary for examination and minor treatment. If your condition is more serious you will be sent to the post hospital. If you just have a minor ailment, you may be confined to quarters for a rest.

In an emergency you can get medical treatment without waiting for sick call. See your first sergeant. She will see that you are sent to the dispensary or hospital quickly, or she will summon medical aid to you.

The proper procedure if you want eyeglasses, false teeth, arch supports for your shoes, or any other physical aids, is to report on sick call for an examination which will establish your need. There will be no cost to you for any therapeutic devices issued.

Don't be alarmed or panicked, no matter what your symptoms. The very best facilities and medical skills are available to you. No expense will be spared in your treatment.

COMMON PHYSICAL REACTIONS

When you report for active duty or later when you transfer from one post to another, you may notice physical reactions to the changes in environment and personal habits. For example, it is quite common for some irregularity in the menstrual period to occur

during basic training, because at this time most women get a good deal more exercise than they have been accustomed to. Chronic constipation is also a common reaction, because of mineral differences in drinking water and also the fact that many recruits refuse to eat certain foods with which they are not familiar. Because of the high energy consumption during basic training, many women eat a great deal more candy than they normally do, and this may contribute to constipation or may cause minor skin blemishes, etc. These reactions are not cause for concern. If they persist, however, report on sick call.

EARLY TREATMENT IS ESSENTIAL

While you won't want to worry yourself over unimportant upsets of your system while you are adjusting to Army routine, never forget that early treatment makes most illnesses much easier to cure. If you feel feverish or generally ill, or have a rash, an abdominal pain, or a significant digestive disorder, report for treatment at once. Disease spreads most rapidly in its early stages, and it is only fair to those around you to learn whether you are suffering from something contagious.

DON'T TRY TO CURE YOURSELF

There are no costs or demerits charged against you for medical treatments. You can't possibly gain anything by attempting self-treatments, and you may do yourself permanent harm.

Don't hesitate to take minor ailments to the dispensary. You will be treated for athlete's foot, bleeding gums, or an ingrown toenail as quickly as for

appendicitis. Treatment will be provided for such things as pubic lice ("crabs") or any female disorders without embarrassment to you. Army medical care is strictly impersonal because its only object is to keep you fit to work efficiently.

CLEANLINESS COMES FIRST

Probably no other single consideration is so important in personal hygiene as cleanliness. An unclean body can be offensive to others and a source of disease to yourself. Before you decide too quickly that this is intended only for others to read, check yourself on these points:

Wash your hands. You handle many articles which carry germs; *always* wash your hands before you eat. You are most likely to get germs on your hands when you use the toilet. Clean your hands after every time.

Keep your body clean. Take at least one shower a day when facilities permit. When bathing facilities are not available, scrub your body morning and night with a wet cloth. Dry yourself carefully under your arms, between your legs, and between your toes, and apply powder. This will prevent chafing and reduce the possibility of athlete's foot, ringworm, etc.

Be careful of your hair. Hair will be neat and kept well above the collar. Your appearance in a uniform is neater and more soldierly when your hair is kept in this fashion. This does not mean that you must get a short haircut but only arrange it so that it will stay off your collar.

If your hair is oily, shampoo it frequently. If it is dry, brush it often. Brushing stimulates blood circulation, removes dust and dirt.

Keep your fingernails clean. Short fingernails are less likely to break and are easier to keep clean than are long ones. You may use a light nail polish if you care to.

Change clothing often. Change your underthings as frequently as your supply permits—daily, if possible. When laundry facilities are limited, wash your own things. If water is not available, shake out your clothing well and hang it in the sunlight for at least 2 hours between wearings.

Care for your teeth. Brush your teeth at least *twice* a day. One brushing should always be just before you go to bed. Brush teeth on both insides and outsides, away from the gums and toward the cutting surfaces. Remove particles between your teeth with dental floss.

Your hands need care. Your hands will look better if you use a lotion or cream on them regularly. This is especially important if your work brings them in contact with grease and dirt. Lemon juice will partly counteract the effects of GI soap if you use it while on KP or in washing clothes.

Douches may be used. The use of douches as a factor in personal cleanliness is purely individual, since some women are much more affected by odorous menstrual discharges than are others. Extreme care must be taken to safeguard sanitary procedures in douching and, if you contemplate using a cleansing douche for the first time, it is recomended that you report on sick call to consult with a medical officer.

Stay feminine! Soldiering is a grim business, and your own job may be on the messy side. No one expects you to be glamorous or prissy. But on the other hand, the fact that you are in uniform is no reason for you to overlook the little things which contribute to atractiveness. The women who live with you and the men who work with you will judge your personality by the old standards. Live up to them! Keep your hair neat, your make-up fresh, your uniforms tidy. Use a deodorant frequently. Check to see whether you have unpleasant breath. Above all, act and think like a person who expects to be liked and admired. Maintaining your feminine appeal will buck up your morale tremendously. When you're happy about life in general, you'll be happy about your life in the Army.

WATCH YOUR WEIGHT

In the beginning of your military career the regular schedule of eating, exercising, and sleeping may cause you to put on some extra weight. Don't worry about this for the first few weeks, because in all probability your weight will stabilize itself. If the gains continue, you can overcome them by reducing your diet.

Don't try any trick medicines or formulas for losing weight. The best way to reduce effectively is to eat less. Don't diminish the variety of foods; cut down on the amount. Avoid sodas, candy, sandwiches, and beer or liquors. Don't try to lose too fast, and don't lose too much. Either of these will make you weak and susceptible to diseases. If your case requires it, the medical officer at your dispensary will prescribe a special diet for you.

AVOID EXPOSURE

Whenever you feel ill, ask your friends to stay away from you. If someone else in the barracks is ill, stay away from her unless it is your assigned duty to care for her. You and your barrackmates will have to come to understand that this action does not imply any lack of sympathy. It is simply common sense.

DON'T CATCH COLD!

The common cold, under a variety of names, is probably the greatest cause of lost workdays among civilians. It is more or less controlled in the Army, but even here it is a serious menace to efficiency. There are extra precautions which you may take. Change wet clothes immediately. Don't put on damp under-

things or stockings. Never borrow anyone else's towels, drinking cups, or other personal effects. Ventilate your barracks thoroughly. Eat and rest regularly, and form the habit of regular elimination.

PROTECT YOUR FEET

If drill or work keeps you on your feet for long periods, foot discomfort can seem very serious indeed.

First, be sure your shoes fit properly. To keep your feet from aching, massage them frequently; wiggle your toes and twist your ankles. If you've been standing for a long time, prop your feet at a level higher than that of your body. After a long march, bathe your feet, first in warm and then in cold water; dry them well, put on some foot powder, change your hose and, unless you can just relax for a while, put on a different pair of shoes. Try to avoid wearing the same shoes on consecutive days.

EXERCISE KEEPS YOU FIT

To keep you fit for any duty that may arise, the Army has a physical training program, commonly called "P.T." This is a series of planned daily exercises.

The exercises are progressive, beginning with very easy ones. If you have round shoulders, a weak back, knees, or ankles, or if the muscles of your abdomen need strengthening, you will be surprised and pleased by the changes wrought by P.T. exercises. In order to determine what exercises you need, you will be tested during your first week in training. Later you will be tested again to see how much progress you have made.

All through your Army life, physical training will be included in your schedule. You can't make a start and then stop. You will have to keep at it regularly.

Many Wacs lead physically vigorous lives in the Army, but you may find yourself in an administrative assignment or specialized craft where you will be subjected to more nerve strain than physical exertion. If you do, you must concentrate even more attention upon P.T. and athletics. To further the program of physical fitness, there are recreational activities in off-duty hours that are stimulating and healthful, such as basketball, softball, tennis, swimming, and dancing.

You also need plenty of sleep and relaxation. Just doing something other than you have been doing all day makes an evening restful. Try reading, knitting, sewing, playing games, or writing letters.

No program can help you unless you work at keeping fit. For further details on personal hygiene and for instructions on health measures in the field, consult FM 21-10. The exercises are prescribed in FM 35-20.

FIRST AID

First aid, as its name implies, is the aid given first, before the arrival of a physician or competent medical authority. First aid consists of temporary measures which you can carry out for yourself or for another in cases of emergency. Very often the only first aid necessary is to prevent further injury to the patient by well-meaning meddlers.

Do the things which common sense directs. Keep the patient calm. The best way to do this is to act normally yourself. Keep bystanders from crowding around and assure the patient that medical aid is coming. Excitement may aggravate shock.

Keep the patient warm even on a warm day because warmth prevents shock. Contact with the ground chills, so put something under the patient's body. Loosen clothing to make breathing easier.

KNOW WHAT *NOT* TO DO

Don't do too much. When you have done everything you *know* to be right, *don't do anything more.* Don't work off your own excitement by constantly annoying

the patient with "helps" which may be wrong. If the injury appears to be serious, don't take the patient to a hospital or dispensary, but bring medical assistance to the patient. Before you do anything, think of these specific *"don'ts":*

Don't move the patient until the extent of the injury is determined. If there are broken bones or internal injuries, dragging the patient around will cause complications.

Don't let the patient move, even if he feels able to. Keep him warm and lying comfortably, his head level with his body. He may be suffering from shock, which can be fatal.

Don't give liquids to an unconscious patient. Liquids may enter the windpipe and strangle a person who cannot control his own reflexes. Don't give stimulants until directed to do so. In some cases they may be the wrong thing.

Don't revive an unconscious patient. Trying to bring him back may aggravate shock.

Don't wash a wound. The medical officer will sterilize it when he arrives.

Don't attempt to explore a wound or remove blood clots or foreign matter. Leave this for the medical officer.

Don't use iodine in or around the eyes or in a body cavity.

REMEMBER

Get a medical officer as quickly as possible. Read your manuals. Time spent in such reading may save a life—perhaps your own—some day. (See FM 8–50 and FM 21–11.)

CHAPTER VI

Your Benefits and Privileges

From the moment you enter the Army you partake of certain benefits and privileges, in addition to your pay. These include food, clothing, living quarters, medical and dental care, certain tax exemptions, allowances for dependents, debt relief, savings advantages, educational opportunities, professional training, time off with pay, free mailing, entertainment, and recreation. It's quite a list!

RATINGS BRING HIGHER PAY

As a new recruit, you are an enlisted woman, seventh grade. As such you are paid $50 per month. If you demonstrate your capability, dependability, and willingness, you may advance to a higher grade when the Table of Organization permits, with higher monthly base pay, as shown in this table:

FIRST GRADE		MASTER SERGEANT AND FIRST SERGEANT	$138.00
SECOND GRADE		TECHNICAL SERGEANT	114.00
THIRD GRADE		STAFF SERGEANT AND TECHNICIAN THIRD GRADE	96.00
FOURTH GRADE		SERGEANT AND TECHNICIAN FOURTH GRADE	78.00
FIFTH GRADE		CORPORAL AND TECHNICIAN FIFTH GRADE	66.00
SIXTH GRADE		PRIVATE, FIRST CLASS	54.00
SEVENTH GRADE		PRIVATE	50.00

THERE IS ALSO EXTRA PAY

You will receive extra pay for extra service. Each three years, your base pay will be increased 5 percent. This is referred to as "longevity pay."

For service overseas, including Alaska, your base pay will be increased 20 percent.

If you take regular and frequent flights in line of duty you will receive additional pay amounting to 50 percent of your total base pay, longevity, and for-

eign service pay and any awards carrying compensation. (Combat soldiers also receive extra pay when awarded certain decorations for heroism.)

PAY FOR TRAVEL AND RATIONS

If you are transferred on special orders and not as a member of a group in the charge of an officer, you will be given a travel order which you can exchange for a ticket. Meal tickets or a cash allowance for meals will also be given to you.

If you are on a special assignment which makes it impossible for you to eat at an Army mess, you will be given a ration allowance.

ALLOTMENTS ARE PAY DEDUCTIONS

Do not confuse an *allotment* with an *allowance.* An allotment is a portion of your pay which you authorize to be paid to another person or to an institution. You may allot as much as you care to of your pay (including extras), provided that after all deductions you will have at least $10 a month, or a sufficient amount remaining for your own needs. The purposes for which allotments are authorized are: the support of dependents (money to be paid directly to them or to a bank within the United States); the payment of life insurance premiums; savings (including checking accounts), or the purchase of War Bonds.

ALLOWANCES PROVIDE FOR DEPENDENTS

An allowance is money paid by the Government, plus an amount deducted from your own pay, provided for the support of your dependents.

Under the Servicemen's Allowance Act of 1942, as amended 25 October 1943, you may be entitled to a monthly allowance for persons who are dependent upon you for their main support. These may include a disabled husband, or children over 14 years of age who are dependent upon you, or parents to whom you have been the chief source of support. You will have to submit satisfactory evidence that they are chiefly dependent upon you.

"STOPPAGES" ARE DEDUCTIONS

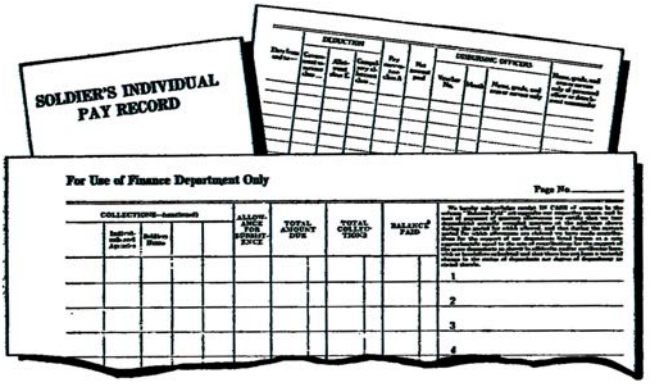
A "stoppage" of pay is a legal deduction. Stoppages are entered on the pay roll, and you can verify their amounts when you sign it.

The most common stoppages are deductions for laundry service, insurance premiums, or War Bond allotments, or for the value of Government property lost or destroyed through negligence.

THE PAY ROLL AND PAY BOOK

A word of caution about signing the pay roll. Be sure to write your name exactly as it is typed. If you sign incorrectly, or, if you fail to sign at all, you will be "red-lined," which means that your name is crossed off and you have to wait until a later date to be paid on a supplemental pay roll.

Upon enlistment, you are issued a pay record book. Keep it with you at all times. It is important, for if you are separated from your own organization, no payment will be made to you without it.



INCOME TAX POSTPONEMENTS AND EXCLUSIONS

Your military service gives you certain income tax privileges. It does NOT exempt you from payment of or liability for such taxes. You still have your obligation to help maintain your Government. While you probably will not have to pay a tax unless you have a private income, you may have to file a return. You can obtain detailed instructions within your organization.

YOU CAN OBTAIN LEGAL HELP

The War Department and the American Bar Association have sponsored jointly a plan to make legal advice and assistance available to military personnel who are financially unable to retain legal counsel in the conduct of their personal affairs. Don't be disturbed by any legal problem. See your company commander, who will direct you to the legal assistance officer through proper channels. Much helpful in-

formation on specific legal matters such as wills and powers of attorney, including sample forms, is given in WD Pamphlet 21–5.

THE CIVIL RELIEF ACT BENEFITS YOU

If, because of reduced income as a member of the armed forces, you are unable to take care of your civil liabilities, the Government has made provisions to help you. These are incorporated in the Soldiers' and Sailors' Civil Relief Act of 1940. They are described in War Department Bulletins 35, 1940, and 50, 1942.

This act does not relieve you from your obligations nor impose a moratorium on them. In the event of legal action based upon your breaking an obligation, however, certain relief may be afforded to you. It places within the discretion of the court the decision whether you are able to meet your obligations, or conduct your defense, due to military service.

FREE MEDICAL AND DENTAL CARE

Your health is one of the Army's first considerations. Complete medical and dental care and treatment are provided throughout your period of service at no cost to you. (See ch. V.)

LOOKING AHEAD

As a civilian, you probably set aside a portion of your earnings for the future. The Army provides similar opportunities for you to safeguard your future security.

War Bonds for investment. War Bonds are the best and safest investment for your money, at a good

rate of interest. When you buy War Bonds you invest well. You not only help the Government; you help yourself.

So that you may make purchases within your means, there are bonds of various denominations. The newest is the "GI War Bond," which is issued exclusively to military personnel. It is a $10 bond, for which you pay only $7.50. A quarter a day buys a GI Bond every month. The $18.75 bond has a maturity value of $25; the $37.50 bond, $50. There are also higher denominations. You can purchase your bonds by monthly reservations from your pay. You may have a co-owner or beneficiary if you choose. Bonds will be mailed to any address you specify.

INSURANCE FOR SAFEGUARD

Insurance is protection for your loved ones. National Service Life Insurance is less expensive than any other insurance available. It is easy to obtain and payment is made by an allotment from your pay. You are eligible for this insurance in amounts from $1,000 to $10,000, in multiples of $500; for example, you can take $1,500 or $2,500, etc. You don't have to take a physical examination if you apply within the first 120 days of your service. After that time an examination is required.

This insurance is issued under the 5-year, level-premium plan and is payable only upon the death of the insured. It may be converted to other forms after it has been in effect for 1 year. After 5 years the policy ceases unless converted to another form which you can carry on as a civilian. Avail yourself of this opportunity; it provides the surest and easiest way of establishing an estate for your dependents.

Opportunity for saving. Saving is a habit; the first essential is to begin. In the Army all your necessities are provided for you and little cash is required, so that you probably will have an excess each month. Savings facilities are offered to you by the Government, and your deposits draw interest at the rate of 4 percent from the date of deposit to the date of your separation from the service. You may deposit part of your pay as savings, in sums of not less than $5, with any Army disbursing officer. Interest does not accrue on amounts deposited for less than 6 months. The deposits and interest will not be used to satisfy any legal judgments which may be made against you. A deserter forfeits his deposit and its interest.

You can start your savings account right away. See your first sergeant, who will prepare the necessary papers.

THERE ARE MANY PRIVILEGES

Privileges are special rights and advantages. Your Government has made many concessions in your favor because it feels that your service merits them.

THE GI BILL OF RIGHTS

To you, and to all in the military service of the nation, the Servicemen's Readjustment Act of 1944, or "GI Bill of Rights," represents a recognition of your service and your sacrifice. Its provisions are explained in WD Pamphlet 21–4A. It provides for your future and it is intended to help you reestablish and reorient yourself into civilian life. For your benefit it contains the following major provisions:

Unemployment compensation. Twenty dollars weekly for a maximum of 52 weeks for veterans out of jobs in the first 2 years after their discharge.

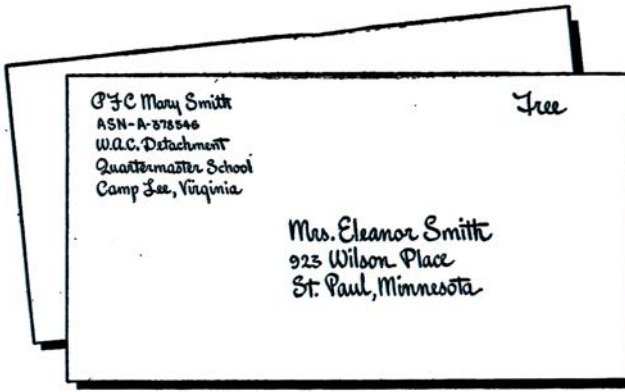
Education. One year of Government-financed education in regularly established schools including vocational training institutions, with the Government paying a maximum of $500 for tuition and other fees and subsistence allowance of $50 monthly for a veteran with no dependents and $75 for those with dependents.

For veterans who entered the service before the age of 25, complete 4-year college educations will be available to those who have the necessary qualifications and who make proper progress.

Financial assistance. Guarantee by the Government of private loans up to $2,000 to help veterans establish themselves in business or to purchase homes or farms, at interest not to exceed 4 percent. Any cash benefits received under provisions of this legislation are to be deducted from any bonus that might be voted later.

FREE MAILING

You may mail personal letters, post cards, and V-mail free. In your own handwriting, include your name,



rank, and organization in the return address in the upper left-hand corner of the envelope or card; write the word "free" in the upper right-hand corner, where ordinarily you would put a stamp. Be sure to *write* your own name and the word "free" in your own handwriting.

Free mailing applies only to letters sent by service personnel—not to those which they receive. It does not apply to letters written by your family or relatives. You have to pay the regular postage when you send the following types of mail: air, registered, insured, or COD mail; newspapers, magazines or books, printed folders or cards larger than ordinary post cards; wedding invitations or announcements; merchandise.

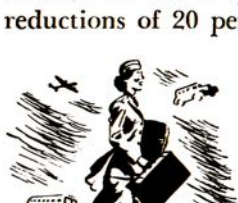
FURLOUGH TICKETS COST ABOUT HALF

Ask for a "furlough ticket" whenever you plan to take a round trip. This affords a considerable saving.

The furlough rate, 1½ cents per mile, permits you to travel inexpensively, at about half the regular railroad fare. If you purchase a one-way ticket, you must pay the regular rate.

OTHER REDUCED RATES

Theaters and hotels offer many rate reductions to service men and women. If you stay at a hotel, ask whether it has a special rate; many of them make reductions of 20 percent or more.



TIME OFF

In civilian life you had vacations periodically. Their purpose was to let you "get away" from your job for a while to rest, relax, and refresh your mind and spirit. When you returned you took over your duties again with new vigor and zest, all the better for your brief respite.

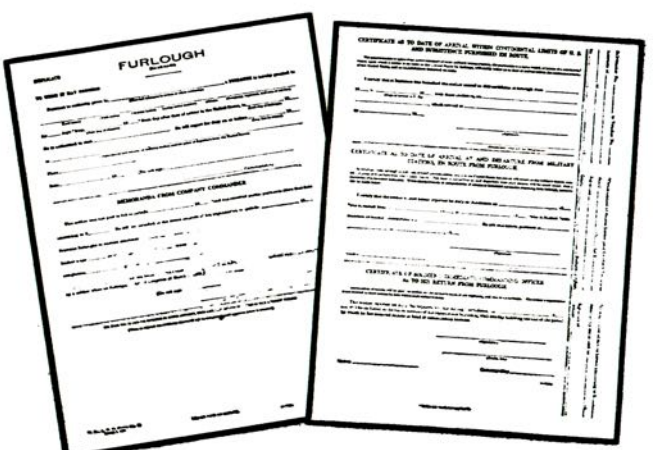
In the Army the same practice holds true. Vacations help your morale, keep you in good humor and good health. "Time off" is taken in the form of furloughs and passes. These are granted as a privilege. Your commanding officer will grant them to you when your absence from your post will not interfere too seriously with your work or your training. They are a reward for good conduct and satisfactory work; they are an incentive offered to those who are willing

to put forth extra effort. Rules regarding passes and furloughs are given in AR 615–275.

FURLOUGHS

A furlough is an authorized leave of absence. The day you leave on furlough is considered a day of absence; the day you return, regardless of the hour, is a day of duty. For example, if you are granted a 10-day furlough from January 1 to January 10 inclusive, you must report back for duty some time on January 11. Furloughs are ordinarily allowed for no more than 15 days. Extra time for travel is sometimes allowed when great distances must be covered.

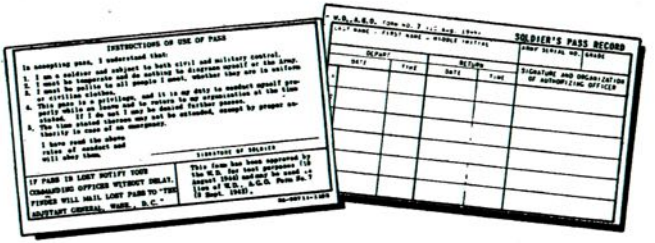
Furloughs are "vacations with pay," and after you return, you will also receive a money allowance for rations for the time spent away from camp. You can also get an application for OPA ration points from your CO, and turn this in to your local ration board.



Carry your furlough authorization with you at all times. Military police may ask to see it at any time.

PASSES ARE SHORT FURLOUGHS

A pass is a written permit (in some cases oral) for you to leave camp for a short, specified time, to visit a nearby place. The maximum amount of time for a pass is 3 days. Carry your pass on your person so that you can produce it upon request. No ration allowance is made while you are on pass.



"CLASS A" PASSES

This is a form of permanent pass which authorizes you to travel within specified limits during off-duty hours. Such a pass will be issued only after you have been assigned, not while you are in training, except in very special instances. If your conduct and progress merit it, a Class A pass will be issued by your CO to eliminate the bother of applying for a special pass whenever you desire to leave the post.

EMERGENCY FURLOUGHS

These are granted whenever possible, if an emergency arises, such as serious illness, death in the family, or

other emergency demanding your presence at home. If you make such a request, your CO may ask the American Red Cross to investigate the circumstances and report them to him before authorizing your absence from the post.

EXTENSIONS MAY BE GRANTED

If you are unable to return from your pass or furlough because of an emergency, contact your CO and request an extension of time. Do this as early as possible, in order that you may get back in time should the request be refused.

If you are delayed on your return—if your train or bus is late or you meet with an accident—get a statement from the conductor or a policeman telling the duration of the delay or the time and place of the accident.

SICKNESS WHILE ON FURLOUGH

Go to your nearest Army dispensary or hospital if you become ill and need medical attention while on furlough. Your furlough will be suspended upon your admission. The surgeon in charge will notify your company commander and you will be carried on your company roster as "absent—sick." When you are discharged from the hospital, you will return to your furlough status.

Should you have an accident or become extremely ill while on furlough and cannot reach Army medical attention, your expenses incurred by using a civilian doctor or hospital will be paid by the Army. However, as soon as possible, notify your company com-

mander that you are under civilian medical care. As soon as you are able to, place yourself under Army medical care.

CHAPTER VII

The War and the Peace

We're in a strange war—a war without parades. We're in the first world-wide, all-encompassing conflict in history in which people have not needed to be goaded by greed, stirred by speeches, or prodded by propaganda.

As a people, we're earnest about this war. Our enemies have learned that we're *deadly* earnest. So are our Allies. We don't wail when things go badly, nor blow off steam at every victory. The fight goes on, come good news or bad.

The man on the street corner and the soldier in the foxhole know the same thing: The end of a war

is only the beginning of the rebuilding. The woman in the kitchen and the Wac at her work both understand this: The only thing worse than a battle won is the same battle lost. War, at best, is dirty and brutal. We'll win this one—but we won't learn to like war.

This war, then, is one in which people have been honest with themselves. Being honest, they have not had to act as if war were a pageant. *They know why they are fighting*—and that is enough.

In this war there is no question of who is involved. Everyone is involved. Some people are in the thing more directly than the rest, some more completely. But no one has done so much that he may scorn the others. No one in good heart can say that he has sacrificed twice as much as his neighbor, for on his other side may stand one who has made that sacrifice doubly

YOUR PART IN THE WAR

As a woman, you might have chosen to take only a minor or indirect part in this war. As a free individual, you might have chosen to serve in some less rigorous way than in the Army itself. Your choice of this most direct and most complete type of service evidences your desire to have a big part in the winning of the war.

No one can know as you read this what calls may be made upon you in your service. You may follow your orders to some far outpost; they may lead you into grave danger. On the other hand, you may be called upon to do the hardest task of all—to serve without glory or excitement or recognition. You may have to do some job that is no fun, no thrill, no adventure. Whichever task befalls you, remember that it is a full allotment of duty for one person.

Any one of the 8 million jobs in this Army is as essential as any other, for it is one person's full contribution to victory.

The essence of the pride which Wacs have to a greater degree than any other soldiers is that they came in when there was no compulsion, not even social pressure. You, as one of them, can hold your head very high. No reward which might come to you could compare with the knowledge which you will have within yourself that because of what you are doing now, you will be able forever to respect yourself fully. Throughout your military career and the life which will go on after it, you will have that knowledge. This day that you become a Wac you are starting to earn it.

ARMY TALK

For complete list of military terms see TM 20–205. ASF Manual M 807 also lists many terms which are used on particular jobs within the ASF.

A

A	Army; air.
AA	Antiaircraft.
AAA	Antiaircraft artillery.
A–1	Personnel section of an air staff.
A–2	Intelligence section of an air staff.
A–3	Operations and training section of an air staff.
A–4	Supply section of an air staff.
AAF	Army Air Forces.
ABREAST	On the same line.
A/B	Airborne.
ABSENT WITHOUT LEAVE	Away from post or duty without permission, but with no intention to desert; "AWOL."
AGF	Army Ground Forces.
AGO	Adjutant General's Office.
ALLOTMENT	A portion of pay authorized to be paid to a person or institution.
ALLOWANCE	Money or an equivalent (such as that paid to a soldier for quarters or rations or to a soldier's dependents for their support).
ANC	Army Nurse Corps.
APO	Army post office.
AR	Army Regulations, (See ch. III.)
ARREST	Relief from duty and restriction to specified area.
ARTICLES OF WAR	The code of laws for the government of the Army. (See ch. III.)
ARTILLERY	Large guns and cannon; also the branch which operates them.
ASF	Army Service Forces.
ASN	Army serial number—identification number issued to each person in military service.

ASSEMBLY	A signal by drum or bugle announcing a formation.
AS YOU WERE	A military command rescinding a previous command which has not yet been carried out.
ATTACH	To place an individual or unit temporarily under a commander other than its own.
AUS	Army of the United States.
AW	Articles of War. (See ch. III.)

B

BARRACKS	Buildings which house troops.
BARRACKS BAG	A cloth bag for articles of clothing and equipment.
BATTERY	An artillery unit corresponding to a company.
BIVOUAC	An area in the field where troops rest or assemble without overhead cover, or with shelter tents or improvised shelter.
BLOUSE	The uniform jacket.
BN	Battalion.
BRIG	Brigade; brigadier.
BULLETIN BOARD	The board where official notices are posted.

C

C	Changes (in published material).
CAC	Coast Artillery Corps.
CADENCE	The rate of march in steps per minute.
CADRE	Key group of officers and men organized to establish and train a new unit.
CAMP	A temporary post where soldiers are stationed.
CAMPAIGN	A planned series of related military operations.
CANTONMENT	A semipermanent camp for troops.
CASUALS	Unassigned military personnel.
CAV	Cavalry.
CDD	Certificate of disability for discharge.
CE	Corps of Engineers.
CERTIFICATE OF DISABILITY FOR DISCHARGE	A certificate stating that a soldier is physically unfit for military duty.
CHALLENGE	A word or other sound used by a sentinel to halt persons on or near his post for identification.

CHANNELS	The routes of official communications.
CHARGE OF QUARTERS	The noncommissioned officer in charge of organization headquarters for a particular period of time.
CHARGE	A formal statement of accusation in a court martial.
CHEVRON	Cloth stripes worn on the sleeves of soldiers' uniforms to denote grade, length of service, or wounds.
CLASSIFIED	Information whose distribution is limited according to its classification as secret, confidential, or restricted.
CLOSE ORDER	Normal formation for drill, as contrasted with extended order drill.
CO	Commanding officer.
COLOR	A flag, especially one carried by dismounted units; colors.
COMMISSARY	The warehouse or sales store where supplies are issued or sold.
COMPANY PUNISHMENT	Limited punishment, ordered by the company commander under AW 104.
CONFIDENTIAL	Classification given to information permitted to reach only persons who need it to carry out their duties. Although not secret, such information is less freely circulated than that classified as restricted.
COUNTERSIGN	The password given in answer to the challenge of a sentinel.
COURT MARTIAL	A military court.
CP	Command post.
CPL	Corporal.
CWO	Chief warrant officer; unauthorized abbrev: chemical warfare officer.
CWS	Chemical Warfare Service.

D

DAY ROOM	Recreation room of a unit.
D/D	Dishonorable discharge.
DETAIL	A group of soldiers assigned to a particular duty, usually temporary; the duty to which they are assigned.
DOG TAGS	Identification tags.
DRY RUN	Practice operation.
DS	Detached service.
DUTY ROSTER	A list of names of persons assigned to duty.

E

ELEMENT	A part of a larger unit.
EM	Enlisted man (men).
ENGR	Engineer.
ENL	Enlisted.
EW	Enlisted woman (women).
EXTENDED ORDER	Formation in which individuals are widely spaced apart for drill in combat tactics.
EXPERT	The highest attainment in marksmanship.

F

FATIGUE	Labor, as distinguished from strictly military duties.
FATIGUES	Work clothes.
FIELD RATION	Ration issued only in actual articles, rather than in money allowances.
FM	Field Manual.
FOOT LOCKER	A small trunk.
FORMATION	An orderly, prescribed arrangement of individuals.
FORT	A permanent military post.
FURLOUGH	An authorized absence from duty.

G

G–1	Personnel officer or unit.
G–2	Intelligence officer or intelligence unit.
G–3	Plans, operations, and training officer or unit.
G–4	Supply officer or organization.
GARRISON RATION	Food allowance, issued in money, prescribed in peacetime for persons entitled to a ration.
GEN	General.
GENERAL COURT MARTIAL	Court martial of not fewer than five officers, and empowered to try any crime punishable by the Articles of War.
GENERAL OFFICERS	General, lieutenant general, major general, brigadier general.
GENERAL ORDER	An official order of interest to an entire command.
GENERAL ORDERS	Eleven orders which pertain to interior guard duty; instructions common to all.
GENERAL PRISONER	A prisoner sentenced to a dishonorable discharge.

GI	Government issue.
GUARD ROSTER	Part of the duty roster, listing soldiers available for guard duty.
GUARDHOUSE	Building or tent which is headquarters of the guard.
GUIDON	A small flag designating a unit.

H

HQ	Headquarters.

I

IDENTIFICATION TAGS	Metal tags worn around the neck by military personnel; "dog tags."
INF	Infantry.
IN KIND	Rations or quarters issued as such rather than as a money allowance.
INOCULATION	Immunization against certain physical diseases or mental fears.
INSIGNIA	Ornament designating rank, unit, service, or honors.
INTERIOR GUARD	Guard duty performed within the limits of a post, camp, or station.
INTERVAL	Space between elements in line.

J

JA	Judge advocate.
JEEP	One-quarter-ton command-reconnaissance car.

K

KP	Kitchen police.

L

LATRINE	Washroom and toilet facilities.
LIAISON	Contact or communication between units.
LINE OF DUTY	Performance of authorized or prescribed duty.
LONGEVITY PAY	Additional pay given because of length of service.

M

MALINGERING	Avoiding duty by feigning incapacity or illness.
MESS	An army meal; place where meals are served.

MILEAGE	Pay for travel performed in service.
MILITARY POLICE	Soldiers who guard property, prevent crime, enforce laws and regulations within the Army.
MISSION	A specifically assigned task.
MORNING REPORT	A daily personnel report showing the status of each organization.
MOS	Military occupational specification.
MP	Military police.
M/R	Morning report.

N

NCO	Noncommissioned officer.
NONPAY STATUS	The status of military personnel who are not available for duty because of their own fault or neglect. Absence without leave and time lost because of illness incurred through fault and not in line of duty are examples of causes for placing persons on nonpay status.

O

O	Officer.
OC	Officer candidate.
OCS	Officer candidate school.
OD	Officer of the day (caps); olive drab (lower case).
OFF LIMITS	Areas or places forbidden to soldiers.
OG	Officer of the guard.
OIC	Officer in charge.
ORD	Ordnance.
ORDERLY ROOM	The office of a company or similar organization.
ORIENT	To familiarize one with a new place or subject; to relate a map to corresponding terrain.

P

PASS	Permission to be absent from duty.
PAY ROLL	The voucher signed by personnel to acknowledge correctness or receipt of pay.
PE	Port of embarkation; unauthorized abbrev: POE.
PFC	Private, first class.
PM	Provost marshal.
POLICE	Clean up.

POST	A place where troops are stationed; a sentinel's beat.
POR	Preparation for oversea replacement.
POST EXCHANGE	An army store.
PRO	Public relations office (or officer).
PUP TENT	Shelter tent for two persons.
PW	Prisoner of war.
PX	Army exchange.

Q

QM	Quartermaster.
QUARTERS	Lodgings of military personnel.

R

RA	Regular Army.
RANK	Elements placed abreast; grade of commissioned officer.
RATION	The amount of food allowed for one person for one day.
RATING	Grade of noncommissioned officer.
RECONNAISSANCE	Procuring of military information.
RECONNOITER	To make a reconnaissance.
RELIEF	Troops which replace others; a part of the guard; type of map which shows terrain graphically.
RESTRICTED	Classification given to military documents for official use only. Restricted matter is denied to the general public but has wider distribution than matter classified as confidential or secret.
RETREAT	Evening ceremony during which the colors are lowered.
REVEILLE	The first daily formation at which the presence of soldiers is checked.
ROLL	A list of names by rank and grade of the members of an organization.
ROLL CALL	Calling the members of an organization by name.
ROSTER	A list of personnel.
ROTC	Reserve Officers' Training Corps.
ROUTE STEP	A step used on a march in which troops are not required to march in cadence or to maintain silence.
RTC	Replacement training center.
RTO	Railroad transportation office (or officer).

S

S/C	Statement of charges.

SECRET	Classification given to official documents whose disclosure might endanger national security or be of great advantage to the enemy. Secret documents are available only to those whose duties require the information in them and are more closely guarded than those classified restricted or confidential.
SENTINEL	A soldier posted as part of a guard.
SERIAL NUMBER	The individual number assigned each member of the Army.
SERVICE RECORD	The formal history and record of a soldier.
SERVICE RIBBON	A ribbon awarded for a specific service.
SERVICE STRIPES	A stripe worn by a soldier indicating service.
SICK CALL	The call for those who desire medical treatment.
SICK BOOK OR REPORT	The form listing the names of those who go on sick call and showing the medical officer's disposition of each.
SIG C	Signal Corps.
SOLDIER'S MEDAL	Medal awarded for heroic service not involving conflict with the enemy.
SO	Special orders.
SOP	Standing operating procedure.
SPECIAL COURT MARTIAL	A court martial requiring at least three officers in attendance.
SPECIAL DUTY	Duty other than that usually assigned.
SPECIAL ORDER	An official order pertaining to specific individuals.
SPECIAL ORDERS	Instructions to sentinels, pertaining to a particular post.
S/R	Service record.
SS	Selective Service.
STAFF OFFICER	Officer on the staff of a superior.
STAGING AREA	Concentration area near PE where unit is inspected and supplied before oversea shipment; a station for Wacs pending transfer or shipment to assignments.
STANDARD	The national colors carried by mounted troops.
STANDING OPERATING PROCEDURE	Instructions to be followed as a matter of routine.
STANDING ORDERS	Permanent orders, always in force, such as those issued for defense against chemical attack.

STATEMENT OF CHARGES	A form signed by an individual testifying to the loss or damage of army property for which deductions from pay will be made.
STRIPES	Chevrons.
SUMMARY COURT MARTIAL	A court martial requiring only one officer.
SV C	Service Command.

T

T/A	Table of Allowances—list of equipment authorized for posts, camps, and stations.
TAPS	The last listed bugle call blown at night.
T/BA	Tables of Basic Allowances—list of equipment authorized for units and individuals.
T/E	Tables of Equipment—list of equipment to be taken with unit on change of station, and, normally, into the field.
TERRAIN	An area of ground considered as to its extent and natural features.
TM	Technical Manual.
T/O	Tables of Organization—chart showing number, grade, and duties of personnel in a unit.
T/O & E	Tables of Organization and Equipment.
TOUR OF DUTY	A task or duty of a specified duration; one's turn in a scheduled duty.
TRANSFER	A change in assignment.
TRAVEL PAY	Pay for authorized travel in the military service.
TRUE COPY	A certified exact copy of a document or other paper.

U

UNCASE	To remove the canvas covering from colors or standards.
UNCOVER	To remove one's hat.
UNIT	An organization varying in size from a squad to a division.

V

VERBAL ORDER	Oral order.
VO	Verbal order.

VOUCHER	A paper, usually in a prescribed form, which records or attests a financial transaction.

W

WARRANT OFFICER	A rank bestowed by the Secretary of War, rating between noncommissioned officers and commissioned officers.
WD	War Department.
WO	Warrant officer.
WOJG	Warrant officer, junior grade.

PERSONAL RECORD

Name.....Army Serial No.....
Home address.....
In case of emergency notify.....
.....
My beneficiary is .....
.....
Inducted at.....On.....194.....
Blood type.....Vaccinated.....194.....
Inoculations.....194.....
Kind
.....194.....
Kind
.....194.....
Kind
.....194.....
Kind
.....194.....
Kind
Height: Entering service.....Leaving Service.....
Reported at.....On.....194.....
Reported at.....On.....194.....
Reported at.....On.....194.....
Promoted to.....On.....194.....
Promoted to.....On.....194.....
Promoted to.....On.....194.....
Promoted to.....On.....194.....
Weight.....Date.....Weight.....Date.....
Weight.....Date.....Weight.....Date.....
Furlough.....Days.....194.....days.....194.....
.....days.....194.....days.....194.....
Government Insurance Policy Number.....
Amount monthly.....Date taken out.....
War Bonds Serial No.....Maturity value.....
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